

## SERVICES PROVIDED BY

Sincerely, Kay Designs

### 1.0 CONTRACT SPECIFICATIONS

This contract details services provided by Sincerely, Kay Designs to **[Customer Name]** for their **[Event]**. This contract is made effective on **[Month/Day/Year]** and may be terminated once services are completed or if the client is not satisfied with services. Although the contract may be terminated for unsatisfied services, the client is responsible for fulfilling payment terms for services already rendered.

### 2.0 SCOPE OF SERVICES

The **Event Decorator** will be responsible for the following:

- The Event Decorator will provide full or partial services based on Client needs. If certain services are out of scope of the Event Decorator's responsibilities, the Event Decorator will consult outside resources for assistance.
- The Event Decorator will communicate directly with the Client(s) and any other vendors that are hired to assist the Decorator.
- The Event Decorator will source materials and supplies for the Client to purchase for their event. Supplies are strictly related to decorations for the event. Purchasing links and product specifications will be provided to the Client.
- Once the setup has been completed the Event Decorator will take photos/videos of the space, share them with the Client and post to social media.

The **Client** will be responsible for the following:

- The Client must provide the Event Decorator with information when asked.
- The Client will be responsible for financing their event along with financing supplies for decorations. If the Decorator has supplies within inventory that the Client may rent, the Decorator will communicate that.
- The Client has 24 hours to request a refund for services. Once the 24 hours expires, there are no further refunds.

### 3.0 COMMUNICATION & EXECUTION

The Event Decorator has 24-48 hours to respond to email/text communication with the Client. There may be other projects the Event Decorator is working on, therefore, there may not always be an immediate response to questions from the Client. If the Client is not comfortable with an aspect of the project, they are responsible for communicating that with the Event Decorator.

### 4.0 PAYMENT SPECIFICATIONS

- Payment for the full-service option starts at **[\$800]**, and within that price the following is included:
  - Sourcing for decoration ideas
    - Submitting ideas to the client for approval
  - Sourcing for party materials/supplies
    - Submitting materials/supplies to the client for approval
  - Crafting DIY pieces
  - Setting up decorations (day of event)
    - An additional fee will be incurred if the Decorator has to setup table/chairs as that is out of the scope of decoration
  - Travel
  - Photo and Video of space (before & after)
  - Balloon Arch (if applicable) – **completed by third party vendor so exact cost will depend on event details**
  - Collection of materials/supplies that were provided by the Decorator once the event is over
  - Option to rent (6) table covers for 6FT tables are available; contact Event Decorator for details
    - Upon return, if it determined table covers are damaged, a \$70 cleaning fee will be incurred by the Client.
- Payment for the partial service option starts at **[\$400]**, and within that price the following is included:
  - The Client must source ideas/materials and create their own DIY decorations and the Decorator will **ONLY** come to set up decorations (day of event)
    - An additional fee will be incurred if the Decorator has to setup table/chairs as that is out of the scope of decoration
  - Travel
  - Photo and Video of space (before & after)
  - Collection of materials/supplies that were provided by the Decorator once the event is over

**Acceptable Payment Options:** Zelle, Venmo, Apple Pay, Cashapp, Cash

- **1/3** payment is due at the signing of the contract
- **1/3** payment is due once services are initiated and supplies have been determined
- **1/3** payment is due once final arrangements are made

## 5.0 SERVICE AGREEMENT [ELECTRONIC SIGNATURE]

**Event Decorator Consent:** "I hereby agree to the terms of this contract and have the right to terminate the contract if the Client becomes difficult or unprofessional in any way. I also agree to use this electronic signature as legally binding."

Full Name: Ricka'e McCotter

Signature: *Ricka'e McCotter*

Date:

**Client Consent:** "I hereby agree to the terms of this contract and have the right to terminate the contract if the Event Decorator becomes difficult or unprofessional in any way, with the understanding that services already rendered will be required. I also agree to use this electronic signature as legally binding."

Desired Service Option (Full OR Partial):

Full Name:

Signature:

Date: