




# Floral Events

## Special Event Order Form

|                             |                                 |   |
|-----------------------------|---------------------------------|---|
| <b>Event Date:</b> 09-07-24 | <b>Day:</b> Saturday            | <b>Event Name:</b> 50th Anniversary 5:30 -10:00PM |
| Client: Cosley Zoo          | Contact Name: Kaitlin           | Event Location: Cosley Zoo                        |
| Address: 1356 N Gary Ave    | E-mail: klizik@wheatonparks.org | Address: 1356 N Gary Ave                          |
| City/ST/ZIP: Wheaton        | Cell Phone: 630-510-4961        | City/ST/ZIP: Wheaton                              |
| Phone:                      | Date:                           | Phone:  |

### Delivery Time Information

| Qty                   | Regular Taxable Merchandise   | Unit Price | Total                                   |
|-----------------------|---|------------|---|
| 20                    | Elegant Enchanted Forest themed low centerpieces - various wooden discs and 3-4 pyramids terrariums(2 sizes)(rented), fairy lights, mosses, mercury votive candles, possibly succulents and few white flowers | \$ 125.00  | \$ 2,500.00                             |
| 20                    | highboy tables - small centerpiece with mosses and fairy lights   | \$ 25.00   | \$ 500.00                               |
| 20                    | table numbers - rented  | \$ 3.50    | \$ 70.00                                |
| 2                     | Tent Entrance decorations- with lush greens and white flower- design TBD- from \$550 to \$850   | \$ 700.00  | \$ 1,400.00                             |
|                       |   |            | \$ -                                    |
| <b>Delivery Notes</b> |   |            | <b>Subtotal Merchandise</b> \$ 4,470.00 |
|                       |   |            | <b>Sales Tax Exempt- E99973936</b> \$ - |
|                       |   |            | <b>Set up Fee</b> 600.00                |
|                       |   |            | <b>Del &amp; P/U Charges</b> 200.00     |
|                       |   |            | <b>Night pick up fee</b> 250.00         |
|                       |   |            | <b>Credit Card Fees (3.5%)</b> -        |
|                       |   |            | <b>Payment</b>                          |
|                       |   |            | <b>Total Order</b> \$ 5,520.00          |

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|---|--|
| <p><b>TERMS:</b> Floral Events reserves the right to substitute with equivalent color and value if a certain selected flower is unavailable/unacceptable.</p> <p>Prices quoted are good for 90 days from the proposal date and a minimum deposit of \$200 or 20% (whichever is greater) reserves the date and order. Payment of the balance is due two weeks prior to the event date. In case of postponement or cancellation, a deposit is non-refundable and that amount may be applied to a future order. If cancellation of the event occurs 3 months before the event 40% of the amount will be charged, 2 week prior to the event, 60% of the total order will be charged. If cancellation of the event occurs less than 13 days prior the event 80% of the total order will be charged, if event is cancelled less than 48 hours prior to the event 100% of the total amount will be charged in addition to any rental fees. The customer is responsible for replacement cost of any lost or damaged rental items, and all charges and payments are subject to final audit by Floral Events accounting department with customer being responsible for any unpaid balance. In case of a pandemic the deposit is not refundable, and that amount may be applied to a future order.</p> | <p>Remit to:</p>  <p><i>Floral Events</i></p> <p>P.O. Box 255</p> |
| <p>Consultant:</p> <p>Phone: 847-420-5230</p> <p>Date:</p>  |  |

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Acceptance Signature:

Date: 6/6/27

Naperville, IL 60566

630-783-8533

Please keep a copy for your records and return original to Floral Events.