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DATE OF YOUR WEDDING	
NAME OF BRIDE & GROOM	
CONTACT DETAILS OF BRIDE / GROOM	
NO OF GUESTS ATTENDING THE WEDDING	
CEREMONY VENUE *CONTACT DETAILS *WHAT TIME WILL THE CEREMONY BEGIN	
RECEPTION VENUE *CONTACT DETAILS	
WHERE WILL THE BRIDAL PARTY GET DRESSED ON THE DAY	
CO-ORDINATOR DETAILS	
ESTIMATED BUDGET ON FLOWERS	

DETAILS OF OVERALL LOOK AND FEEL

STYLE (modern/contemporary/classic/ traditional)	
COLOUR SCHEME	
CHOICE OF FLOWER VARIETIES	
ANY FURTHER INFORMATION REGARDING LOOK & FEEL	
NO OF TABLES (ROUND OR SQUARE)	

CEREMONY FLOWERS

HIRING OF GAZEBO / ARCH (with flooring & canopy)	
DECORATION OF GAZEBO / ARCH	
CHAIR DECORATION	
PEW / AISLE DECORATION	
HIRING OF CARPET RUNNER	
LARGE FLORAL DISPLAYS (to mark entrance to aisle or ceremony area / to be placed on white plinths)	
HIRING OF CHINESE PARASOLS (for shade)	
PEW DECORATION (should you be marrying in a church)	

PETALS FOR WALKWAY	
CONFETTI *CONFETTI CONTAINER	
CAR DECOR	

BRIDAL FLOWERS	
BRIDAL BOUQUET (posy / trailing / colour / style / flower choice?)	
BRIDESMAIDS BOUQUETS (how many / colour / style / flower choice?)	
BUTTONIERES (how many / colour / flower?)	
NO OF CORSAGES (to be attached with a pin or wrist corsage?)	
FLOWER GIRLS	

PRE DINNER FLOWERS	
PRE DINNER VENUE (Where will this be held?)	
SEATING PLAN	
COCKTAIL TABLE DISPLAYS	
DO YOU REQUIRE ANY FURNITURE	

RECEPTION FLOWERS

TABLE DISPLAYS (pls give a brief description ie: style / colours / flower choice)	
HIRING OF CONTAINERS (glassware / silverware / gold / modern / more classic?)	
CANDLES (candleabra/glass tea-light votives/ square candles or other?)	
NAPKIN DETAIL (pls advise / single bloom / ribbon with chrystal or other)	

FAVOURS

CAKE DECORATION (flowers / petals)	
LARGE DISPLAYS (for reception area)	
CLOAKROOM DISPLAYS	

OTHER

LIGHTING (pls advise whether further lighting is required?)	
HIRING (pls advise whether further hiring is required ie: tables / chairs / linen?)	

TERMS AND CONDITIONS

1. A fifty (50) percent deposit is required on acceptance of the quotation, the outstanding balance to be settled in full no later than 2 days prior to the date of wedding / event.
2. The quotation is valid for one (1) month and subject to change once a final briefing has been given or mock up has been approved
3. A mock up will be presented once the deposit has been settled, should it be required. A mock-up fee will be calculated according to your requirement.
4. If any specified or requested flowers are unavailable due to unfavourable market pricing or quality, selective & appropriate substitutions will be made. Market related price changes are applicable
5. Pots, vases and any other containers will remain the property of Aspen Flowers & Co, unless otherwise stipulated. Should there be any damages to the above during the function the client will be held liable for replacements costs
6. Delivery & setup of the flower arrangements and decor will be done on a pre-arranged time on the day of the function.
7. All pots, vases, containers and any other property of Aspen Flowers & Co will be collected the day after the function. Should the function be held over the weekend, collection will take place on Monday mornings or as otherwise stipulated.

NOTES: Please note that an additional charge will be levied for after-hour assistance, such as SUNDAY STRIKES etc.