



Corporate Contract

Contract Terms and conditions for the supply contract flowers, plants, floral arrangements, vases and design services.

Supplier

Buds & Blooms
 24 High Street
 Esher, Surrey
 KT10 9RT
 Tel: 01372 466 019
 Email: Shilu@esherflorist.com

Client

[Name]
 [Address]
 [Address]
 Post Code: [postcode]
 Tel: [telephone]
 Mob: [mobile]
 Email: [email]
 Contact: [contact] Position: [position]

Start date of the Contract: [date]
Contract End Date: [Until Notice is given]

Description of Service Provided

Contract Flowers: [Yes or No]
 Contract Plant Maintenance: [Yes or No]
 Corporate Events: [Yes or No]
 Ad Hoc Flower Orders for delivery: [Yes or No]

Description of Services Included in this contract:
 (Example: Bright and colourful office vases. 2 medium and 1 bud vase)

Flowers Preferences: [Please state any likes or Dislikes here]

Invoice/Billing Address

Company Name:
 Address:
 Post Code:
 Billing Contact:
 Billing Contact Tel:

Contract Deliverables

The following table shows the list of deliverables

QTY	Deliverable	Delivery Address	Unit Cost	Sub Total
2	Medium office vases			
1	Small Bud Vase			

Total Amount (ex VAT) £

Contract Deliverables to be delivered [eg. weekly]
Normal Delivery Day [day of week]
Normal Delivery Time [eg. before 10:00am] - may vary due to traffic, but every effort will be made to meet the time requested.

Does your building have 24 x 7 access? yes/no

Flower Guarantee

We operate a customer satisfaction policy, guaranteeing the displays for quality and durability. If at any time you are unhappy with the delivery we will deliver a replacement vase or flowers as soon as it is reasonably possible. However, it is the Clients responsibility to inform us in good time by telephone or Email. All constructive feedback is welcome.

Photographing Displays

Photographing office flower displays is a major marketing and quality factor for Buds & Blooms. Therefore, it is assumed that permission is granted to photograph your displays and present them on our web site.

Staff Discount

All staff that work at the Client's premises will be offered free delivery to the Client's premises on all purchases over £25. However, it is the client's responsibility to inform their staff of the discount scheme and staff to present proof of employment at the client's site at the time of purchase. Discounts will not be awarded retrospectively.

Corporate Events, Functions or Parties

Buds & Blooms supply corporate flowers, designs and vases for Events, Functions and Parties. We stock a good range of vases, containers and other props which can be hired at reasonable cost.

Events normally require a notice period (normally at least 1 month) to allow for:

- Meetings with the event organiser
- Site visits to venue
- Time to estimate and agree the costs accurately
- Order of special equipment or props
- Liaising with other contractors (ie Catering) to schedule delivery

Emergency events or Last Minute arrangements can be accommodated, but this may increase costs.

At busy times, especially Christmas, please give as much notice as possible to ensure booking.

Cancelled Events: Buds & Blooms will invoice the Client for a cancelled event for an amount proportional to the progress and incurred costs as follows:

- Booking Cancellation (the lower of £100 or 10% of estimated cost/budget rising to £250 or 25% during November/December)
- Cancellation after initial meeting(s): an additional £100 or 10% of estimated cost/budget per meeting
- Cancellation after site visits: an additional £150 or 15% of estimated cost/budget
- Cost of any flowers, vases or materials ordered in advance for the event.
- Cancellation within 1 week of event date: 75% of total estimated cost/budget

Ad Hoc Flower Orders - Agreed Limit [£ per month]

Buds & Blooms supply Ad Hoc flower bouquets, vases, arrangements and various other gifts

of the highest quality to corporate/private clients and their staff.

Special occasions, merit awards, thank-you, sympathy, get well and new baby occasions are the most common reasons our clients send flowers.

After each order has been delivered, a transaction will be entered on the account and an invoice will be generated at the end of each calendar month.

Any special arrangements that are needed for the Clients Accounting procedures (such as Purchase Order Number or Cost Code) needs clearly specified if likely to cause a delay in payment of Invoices.

A list of staff who are authorised to order should be sent to Buds & Blooms including their name, telephone number, email address and authorised amount help to prevent unauthorised purchases.

Breakages or Loss

Vases are supplied free of charge but remain the property of Buds & Blooms. Charges for Breakages, Loss and Damage are as follows:

- Large Vases £75
- Medium Vases £50
- Small Vases £25
- Bud Vases £12

If Appropriate, a list of vases supplied by Buds & Blooms will be provided for the Client's records.

Payment and Invoicing Details

After each delivery of Contact flowers, Ad Hoc Flower Orders or Special Event flowers, a transaction will be added to your account detailing the Items delivered and cost.

Invoices will be issued at the end of each calendar month with payment to be received within [30] days of the Invoice date. Note, if [30] days is not compatible with your accounting process, please let us know and we can change this to a duration that is more suited.

Statements will also be issued after the first month showing details of every transaction, invoices issued and payments received.

Your statement of account is available on-line at: [web address]

Where you can view each transaction on your account, view invoices and check that payments have been received.

Elected method of Payment: [Invoiced Monthly]

For payments by BACS, please send your payment to the following account

- Bank Sort Code: []
- Account No: []
- Name of Account: []

Our bank is:
[Name & Address]

When making your BACS payment, please use the reference [] to identify your company and a reference to the invoice (either the invoice number or the month the payment covers).

For payment by cheque: Cheques should be made payable to Buds & Blooms and sent to:

Buds & Blooms, Accounts, 24 High Street, Esher, Surrey, KT10 9RT

When paying by cheque, could you please Email Shilu@esherflorist.com when the cheque has been sent.

Bank Holidays

If a Bank Holiday occurs on the normal delivery day, unless instructed otherwise, the weekly contracted flowers will be delivered on the following day.

Christmas Holidays

Normally, a large number of City workers take holidays between Christmas and New Year and therefore, unless specifically agreed, no contract flowers will be delivered or charged during this period.

Termination of Contract

[eg. 1 calendar month] notice is required for both the Supplier and Client unless the contract has an agreed End Date.

If Payment terms are breached (in excess of the agreed [30] days) Inverblooms may add interest and administration charges to the account.

Suspension of the account (deliveries stopped) may occur if payment is not settled within twice the agreed [30] days.

Contract Agreement

Signature required confirming the contract has been read and agreed or alternatively confirmation by Email.

On behalf of Buds & Blooms	On behalf of [the XYZ company]
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: