



Corporate Contract

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

Supplier

RB Floral Design
62 Merchant Court
61 Wapping Wall
London
E1W 3SJ
0207 7090488
info@rbfloraldesign.co.uk

Client

Company Name
Address
Postal Code
Contact Number
email
Contact
Position

Start Date of Contract
Contract End Date
(leave blank if until notice is given)

Description of Service provided Yes / no

Contract Flowers	
Contract Plant Maintenance	
Corporate Events	
Ad Hoc Flower Orders	

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

Flower Preferences (Please state any likes or dislikes below)

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Invoice Billing information

Company Name
Address

Postal Code

Billing Contact
Billing Contact Tel

The Following Table Shows a list of deliverables

QTY	Deliverable	Delivery Address	Unit Cost	Sub Total

Total Amount (Excluding 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 RB Floral Design. Therefore, it is assumed that permission is granted to photograph your displays and present them on our web site.

Corporate Events, Functions or Parties

RB Floral Design 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: RB Floral Design 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]

RB Floral Design 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 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 to be sent to RB Floral Design 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 RB Floral Design.

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 RB Floral Design will be provided for the Client’s records, however we change them on a weekly basis for our weekly contracts.

Payment and Invoicing Details

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.

For payments by BACS our Bank details will be forwarded to the Accounts Department

For payments by Cheque: Please make the Cheque payable to RB Floral Design and to be sent to:
62 Merchant Court, 61 Wapping Wall, Wapping, London E1W 3SJ

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.

Termination of Contract

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) RB Floral Design may add interest and administration charges to the account.

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

Contract Agreement

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

On Behalf of	RB Floral Design	On Behalf of	
Printed Name	Aaron Reid	Printed Name	
Position	Managing Director	Position	
Date		Date	
Signature		Signature	