

Wedding Planning Services Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Wedding Planner Name: [Insert Wedding Planner Name]

Wedding Planner Address: [Insert Wedding Planner Address]

Agreement

Dear [Client Name],

This letter serves as a formal agreement for wedding planning services to be provided by [Wedding Planner Name] for your upcoming wedding on [Insert Wedding Date].

Services Provided

- Initial consultation to discuss wedding vision and preferences.
- Vendor recommendations and coordination.
- Budget management and tracking.
- Event design and styling.
- Day-of coordination.

Fees

The total fee for the services outlined above is [Insert Amount]. A non-refundable deposit of [Insert Deposit Amount] is required to secure your booking.

Cancellation Policy

In the event of cancellation, any fees paid will be subject to our cancellation policy outlined in our terms and conditions.

Acceptance

By signing below, you agree to the terms of this agreement.

Signature: _____ Date: _____

[Client Name]

Signature: _____ Date: _____

[Wedding Planner Name]

Thank you for choosing [Wedding Planner Name] to help make your wedding day special!