

**Take note of our basic terms and conditions:**

1. **“Services”** means our engagement with you as quoted above, which includes, but is not limited to, event planning, event design, event managements, event hosting, provision of event related services, marketing and/or promotional support, goods, equipment or materials, project management, sourcing of goods and/or services, and/or any other similar services, and related equipment, goods or materials for which you engage us.
2. Any transportation and labour required out of normal working hours will be charged at an overtime rate, as determined by Brand Evolution, in its discretion, from time to time.
3. **Overdue accounts** will attract interest at an agreed rate of 4.5%, calculated monthly, on all overdue amounts. Any payments received will be applied to the oldest outstanding amounts first.
4. All dates, times, locations and venues are to be checked by you before accepting this quotation.
5. All Services as quoted are subject to availability and a 75% deposit is required to secure, process and confirm this order.
6. Balance of payment is required to be settled, in full, 1 calendar days prior to delivery date. No goods will be released, and no services will be provided, unless payment is received.
7. Good, equipment and/or materials not returned on time will, in the sole discretion of Brand Evolution, incur additional cost. You agree to pay these costs.
8. The minimum lead-time for manufacturing and/or purchasing of goods, equipment and/or materials are 10 -14 working days from acceptance of quotation, unless otherwise agreed in writing.
9. All final numbers are to be confirmed 7 business days prior before the agreed services date.
10. Perishable items (including flowers, edibles etc.) are subject to availability and seasonal best. Brand Evolution does guarantee the availability of specific perishable items.
11. Any and all shortages and/or damages to good, equipment and/or materials will be invoiced to the client and are payable upon receipt of invoice.
12. **Cancellation terms** – notification of cancellation must be received in. Deposit payments are not refundable or transferable in the event of cancellation. By cancelling you agree to forfeit amounts already paid, and in addition thereto, the following will be due and payable in case of cancellation, it being the agreed loss suffered by us due to such cancellation:
  - a. 60 calendar days prior to agreed Services date - 10% of total cost quoted and accepted;
  - b. 30 calendar days prior to agreed Services date - 50% of total cost quoted and accepted;
  - c. 14 calendar days prior agreed Services date - 80% of total cost quoted and accepted;
  - d. Less than 7 calendar days prior agreed Services date – 100% of total cost quoted and accepted.
13. You are directed to our **full terms and conditions** available on our website.

**Our Banking Details:**

**ABSA**

Branch code : 632 005

Account nr : 4069487003

**FNB**

Branch code : 250 655

Account nr : 62398686497

**I / We accept the above quotation, confirm that we are duly authorised to do so, and agree to, and confirm that I/we understand and accept, all terms and conditions:**

**Name, Surname and Signature:.....**

**Date:.....**