How To Be A Wedding Officiant Ceremony Script Service Agreement

Andrea Purtell, Wedding Officiant

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[www.howtobeaweddingofficiant.com](http://www.howtobeaweddingofficiant.com)

To secure my Wedding Ceremony Script Services please print this service agreement, fill it out and mail to me with your payment of $135. You can also choose to scan and email this service agreement to me using the credit card form provided. Once I receive it, I will send you an email confirmation, sign my part, and mail you a copy for your records. Then we can begin to create your ceremony!!

**Basic Information :**

DATE YOU WOULD LIKE YOUR FINAL CEREMONY SCRIPT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(I advise you request your final script at least 2 weeks prior to the ceremony, so that you have time to practice it)

You name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please tell me how you heard about me: Google, referral other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The total fee** **for my services: $135** \***Be advised once you have received your first draft the fee is**

**non-refundable**\* (Returned checks will need to cover my bank fee)

**CONTRACT**

This agreement, made between **How To Be A Wedding Officiant** {Known in this contract as the Consultant} and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ {known in this contract as the Client} Is for the purpose of retaining the Consultant to provide you with a ceremony script based on your choices on the agreed upon date.

1. Consultant agrees to provide the **final ceremony script and easy to read Officiant copy to the Client by \_\_\_\_\_\_ 20\_\_\_\_**

2. The total agreed upon fee for this service is: **$135**

3. **You may pay by check to** Andrea Purtell. I also accept credit cards. You can call me with your card information (848-333-9948), or fill out Credit Card info below:

Card number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Expiration Date\_\_\_\_\_\_\_\_\_\_\_, CVV/security number on back of card \_\_\_\_\_\_\_ Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip code associated with Card\_\_\_\_\_\_\_\_\_\_ Cell number if you would like to receive text message of receipt. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.** Consultant agrees to be available either through email, phone, Skype or FaceTime conferences to provide support and guidance during the prep and planning stages.

**5. Once the consultant has provided the client with the 1st draft of the ceremony, the client is now in possession of my work and has the ability to use it how they see fit. Therefor if for any reason a decision is made not to use the ceremony script (Example, wedding is called off, couple hires someone else…) monies paid are non-refundable.**

6. Client understands that they must fill out and return the worksheets to the Consultant in a timely manor so that the consultant has proper time to write the ceremony.

7. Consultant agrees to provide the Client with a first draft one week from receiving the completed worksheet.

8. This agreement includes up to 2 additional edits. The Consultant will send first draft for approval.

Example: Client will review ceremony and can request changes or additional wording choices etc...

Consultant will make changes and send for approval up to 2 times.

9. Ceremony script and the Officiant easy read script will be in the form of a Word Document-therefore allowing all parties to easily make changes.

10. Once the Client has received the final ceremony script and Officiant easy to read copy, the consultants work is considered completed and service will end.

10. This contract, once signed, is considered by all within to be legal and binding in accordance to the conditions set forth herein, and all shall abide by the agreed upon terms.

I have read the above contract and agree with the terms and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 {Client Signature}                    Date

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{Consultant Signature} Date