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| Invoice | | | | |
| Subject: Event Design/Management for Joy & Henry | | | | |
| Total no of Guest: 500 | | | | |
| Venue: Classique | | | | |
| Date of event:January 7th 2016 | | | | |
| Time :Reception - Not yet advised | | | | |
| **Areas** | **Per Unit cost** | **Total no/quantity** | **Projected Amount** | **Comments** |
| **Church ceremony** | Church programme |  |  |  |
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| Terms: 75% Deposit will be required to commence and the balance of 25% -4 WEEKS before the event. All cheques should be made payable to Oaken Events Limited or payment can be made directly into any branch of Diamond Bank Plc. Account name: Zuriel Events & Interior Design Limited. Account Number: 0021594123. Branch Location: Lekki Phase 1 Branch . Zuriel Events & Interior Design Limited also has accounts with GT Bank, Access bank and First bank | | | | |
| TERMS & CONDITIONS :Reservations: Upon clients signature or written email consent or payment of fees, Zuriel Events & Interior Design Limited will reserve required date of event. A commitment is required to enable us confirm your event within one week of this invoice. Clients are advised to ensure full payment before the event to avoid any delays. Terms and conditions also apply. Additional numbers will result in additional fees. Zuriel Events & Interior Design Limited will NOT USE any other Ushers/ Usherettes from any other company/event company at any event being managed by us. This is a standard policy that guides against sub standard execution of any event. Deposits are non refundable. Client will may bear additional costs for change in date and venue, out of station events, destination events, additional set up and tear down. Client is required to make all payments on venue charges and generator rentals.  TERMS & CONDITIONS: In the event of a cancellation, the following conditions will apply: All cancellations must be made by telephone,the first instance and immediately confirmed in writing or by email at the earliest date. The Event will only be cancelled when The Client is in receipt of a written cancellation acceptance from The Company. If, at any stage after Confirmation and commitment, the client  decides that they no longer require the agreed services or the Deliverables (or any part thereof), any deposit paid shall be retained by Zuriel Events & Interior Design Limited and the client shall also be liable for all costs, losses or damages incurred by Zuriel Events & Interior Design Limited prior to such cancellation• If The Client shall cancel or be deemed to cancel 61 days and above prior to the event date specified in the quotation, then The Client shall be liable to pay 30 percent of the full quoted management price dependent upon costs already incurred by The Company• If The Client shall cancel or be deemed to cancel 41-60 days prior to the event date specified in the quotation, then The Client shall be liable to pay 50 percent of the full quoted management dependent upon cost incurred by the company.• If The Client shall cancel or be deemed to cancel 22- 40 days prior to the event date specified in the quotation, then The Client shall be liable to pay 80 percent of the full quoted management price, dependent upon costs already incurred by The Company• Any cancellations 21 days prior to the date of the event, The Client will be liable to pay 100 percent of the full quoted management price, dependent upon costs already incurred by The Company. Should cancellation be received by Zuriel Events & Interior Design Limited less than 3 weeks prior to the date of the event, the client shall in addition pay a sum equal to 100% of the contract value, less the deposit already paid.  The said sum shall be payable as compensation as an estimate of the loss that Zuriel Events & Interior Design Limited would suffer.• In the event the Event Managers cancel the event within 60 days prior to the event, the company will make full client refund of monies paid minus (-) non-refundable deposits or charges• Deposits are non refundable. Payment indicates a commitment• Refunds will be provided within 21-30 days of cancelation. Without prejudice to Zuriel Events & Interior Design Limited other rights or remedies, Zuriel Events & Interior Design Limited may terminate the provision of services to the client immediately without liability to the client if (a) client commits a material breach of the terms (b) Zuriel Events & Interior Design Limited decides that (in its reasonable view) the client has committed an act which makes it unacceptable for Oaken Events to provide, or to continue to provide, the agreed services and/or the Deliverables to the client or which could affect the reputation of Zuriel Events & Interior Design Limited . Upon termination of the services (for whatever reason), client is required to return to Zuriel Events & Interior Design Limited any Deliverables, documents, information, samples, and any other materials which relate to the agreed Deliverables or services and which have not been paid for in full or which otherwise remain the property of Zuriel Events & Interior Design Limited. | | | | |
| T  Thank you for giving Oaken Events the opportunity to work with you | | | | |
| Produced by Oaken Events on 01.08.16 | | | | |