

Contract for Personal Shopping Services

This agreement is between The Angels' Muse (hereafter referred to as Consultant) and _____ (hereafter referred to as Client).

Description of Services

I. Having entered into this agreement for the services mentioned above, the consultant agrees to provide the following:

➤ Organization

→ Consultant will do the following:

- ◆ Help produce a checklist, guest list, and schedule in order to outline the steps needed to host the event.
- ◆ Help with making deadlines and keeping them by sending periodic emails as reminders.
- ◆ Will aid in theme choices and pricing packages for decorations and all supplies pertaining to the event and the event only.
- ◆ Will aid in suggesting games and festivities for the event.

➤ Price Comparisons

→ Consultant will do the following:

- ◆ Compare prices and decorating restrictions on venues.
 - **The consultant will not decorate the venue.**
- ◆ Compare prices on catering versus preparing the food from scratch.
 - This includes offering menu choices, and providing shopping lists and recipes.
 - **The consultant will not perform any cooking duties or assist in food preparation.**
- ◆ Compare prices of pre-packaged games versus making the games by hand.
 - **The consultant will not fabricate any of the games.**

➤ Purchasing

→ Consultant will do the following:

- ◆ Will sit with the client and set a budget for each aspect of the event.
- ◆ Will collect the funds for the event from the client in order to make the purchases.
 - The funds will be placed on a pre-paid gift card for the event.
- ◆ Will keep an active ledger of all purchases for accounting purposes for the event.
 - The client reserves the right to call for an audit at any time during the purchasing.

II. Having entered into this agreement, the client agrees to the following:

➤ **Funding**

→ Money that has been budgeted for the event. This includes gasoline for the vehicle the consultant will be using.

➤ **Venue**

→ Address of the venue and time that the supplies should be delivered.

➤ **Guests**

→ Final list of guests that will be attending

➤ **Event Details**

→ The Type of event: _____

→ Theme: _____

→ Date: _____

→ Time: _____

→ Number of Guests _____

→ Venue _____

➤ **Final Approval**

→ Approval of menu

III. Fees

➤ **Standard Fees**

→ Upon signing this agreement, the client agrees the following:

- ◆ Fifty dollars (\$65.00) deposit to retain services.
- ◆ Fifty dollars (\$65.00) upon completion of services.
- ◆ Eighty dollars (\$80.00) for fuel.
 - Receipts for the fuel will be kept and the remainder of the money will be refunded to the client.
- ◆ The agreed upon monies for the event. If the consultant goes over budget, receipts will be furnished, and the client is responsible for any overage.

Cancellation

Should the Consultant cancel her services for any reason other than acts of God, the Client shall receive a refund of all pre-paid fees, less any expenses incurred on behalf of the event. The client will be furnished copies of the receipts of purchases, and all décor for the event will be surrendered to the client. Should the Client cancel the event, the following shall apply:

- **Cancellation of more than 60 days before the event:** 25 percent of the retaining fee shall be due upon cancellation.
 - The consultant will supply copies of receipts for material purchases and surrender all menu items procured for the event. This also includes the remainder of the purchasing fees for the event.
- **Cancellation between 15 and 60 days of before event:** \$48.00 or 75 percent of remaining retainer -which ever is greater- shall be due upon cancellation.
 - The consultant will supply copies of receipts for material purchases and surrender all menu items procured for the event. This also includes the remainder of the purchasing fees for the event.
- **Cancellation less than 15 days before event:** \$65.00 or 100 percent of the retaining fee -which ever is greater- shall be due upon cancellation.
 - The consultant will supply copies of receipts for material purchases and surrender all items procured for the event. This also includes the remainder of the purchasing fees for the event.

V. Force Majeure

This agreement is automatically canceled if the event is interrupted by an act of God, by war, or by strikes. In which case, an accounting will be done, and the materials for the event, as well as the remaining fees will be refunded.

VI. Hold Harmless and Indemnification

The Consultant and the Client agree to hold one another harmless from negligence and to mutually indemnify.

Terms and Conditions

I, _____, agree to adhere to the fees as stated above thereby retaining the services of The Angels' Muse for the aforementioned event. I also understand and agree to the following:

The consultant has the right to terminate the contract under the following circumstances:

- The consultant is verbally abused, and/or
- The consultant is physically abused.

In either of the above circumstances, The Angels' Muse has the right to retain the deposit. In the event of a physical altercation, the consultant reserves the right to contact local authorities.

If there is an incident with the consultant, record the incident and have a witness sign it. Contact The Angels' Muse and present the report. The Angels' Muse management staff will verify the incident with the constant before refunding the deposit.

Forms of payment

The Angels' Muse accepts cash, certified check, credits cards through Pay Pal transactions, and money orders. Sorry no personal checks.

By signing this contract, I agree to the terms herein.

Client Signature: _____

Date: _____

Client Name (print): _____

Consultant Signature: _____

Date: _____

Consultant Name(print): _____

Witness Signature: _____

Date: _____

Witness Name (print): _____

Client Copy

5 Personal Shopping Contract