

Booking Confirmation

Name: **Ms Smith**

Address: **26 Big Street**

Contact Telephone Number: **0141-123-4567**

Date of Wedding : **1st June 2007**

Contact Email: **fred@microsoft.com**

Number of cars required: **3**

Deposit: **£120**

Balance Due: **£550**

Special Requests:

1xChampagne

Payment can be made either by cash, cheque or credit card (online only). We do not recommend that you send cash by post.

Cheques should be made payable to 'thelittleweddingcar.com'

Lyndhurst, Gateside Road, Barrhead, Glasgow, G78 1EP.

Credit card payments can be made on our website.

<http://www.thelittleweddingcar.com/payments.htm>



Credit card payments are processed through our PAYPAL.

Full payment is required at least 14 days prior to the wedding to ensure that the booking is secured for you.

Thelittleweddingcar.com – Wedding car planning Sheet

Car Details Car Mobile Number: 07966066837
Car Type: Beauford
Date of Wedding: Friday 1 st June 2007
Clients to be transported to Wedding venue: 1. Bride 2. Father of Bride 3. 4.
Pick up address: 22 AnyStreet, AnyTown, AnyPostcode
Pick up Contact Number at Address: 0141-123-4567
Pick up time: 2.30pm Wedding Venue: St Michaels Church, 14 Wedding Street, Wedding Town, WeddingPostCode.
Arrival Time: 3.00pm Clients to be transported between Wedding venue and reception: 1. Bride 2. Groom 3. 4.
Wedding Reception: Big Hotel, Hotel Street, Hotel Town. Hotel PostCode.
Special area for Photographs out with Venue or Reception? Kings Park
Champagne in this car? Yes
These details can be changed at any time by the client up to the date of the wedding, but as much notice as possible would be appreciated. No charge is normally made for changing these details, unless the mileage for the cars is extended beyond the standard rate.

This is a sample form, to demonstrate how it might be filled in. It is important that the details on these forms are correct as they are given to the drivers for them to follow for the booking. If any information changes, please let us know so that the forms can be updated.