



Consult Date: \_\_\_\_\_

## Puaka'ie Floristry and Designs, LLC

*Jess Pa'ahana, Owner | Lead Floral Designer*

Ph: (808) 492-4193 E: [puakaiefloristry@gmail.com](mailto:puakaiefloristry@gmail.com) W: [puakaiefloristry.com](http://puakaiefloristry.com)

Get Inspired: Instagram [@puakaiefloristry](https://www.instagram.com/puakaiefloristry), Pinterest [@puakaiefloristry](https://www.pinterest.com/puakaiefloristry)

### Floral Consult Form

Aloha mai!

Mahalo for your interest in Puaka'ie Floristry! My name is Jess and I would love the honor of designing florals for your event. We are a full-floral design company with four years of experience in Hawai'i, specializing in bringing your unique floral dreams to life! Our goal is to create a floral aesthetic side-by-side, with you and for you.

If you think we are a match, please complete and return this form and any visual inspo you've curated to me via email and we can schedule a follow-up consultation to go over all the details. As we talk more, I will be able to draft up a cost estimate customized to meet the specific needs of your event. If you are satisfied with the estimate, you may submit your deposit to secure Puaka'ie Floristry & Designs as soon as you are sure, and no later than 30-days before your event.

I can't wait to start designing with you!

Mahalo,

*Jess*

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Client Name(s)/Contact Info: \_\_\_\_\_

Event Type: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Location: \_\_\_\_\_

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Floral Style (e.g. tropical, garden, boho, etc.): \_\_\_\_\_

Color Palette: \_\_\_\_\_

Flowers you love: \_\_\_\_\_

(and those you don't): \_\_\_\_\_

Be sure to attach visual inspo that depicts your desired floral style.

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Please provide three dates/times you are available to meet in the next month to schedule a follow-up consultation. Indicate your preference to meet in-person or virtual.

1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_ in-person | \_\_\_\_\_ virtual



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**Floral Checklist** (Check the items below you want for your event. In the notes section you can provide details regarding flower types, colors, lei type/style, how many, etc.):

### Wedding Party:

\_\_\_ Partner 1 Name: \_\_\_\_\_ (e.g. Bride/Groom)

\_\_\_ Bouquet (\$250+) \_\_\_ Lei Po'o (\$85+) \_\_\_ Lei (\$65+) \_\_\_ Boutonniere (\$25)

\_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_ Partner 2 Name: \_\_\_\_\_ (e.g. Bride/Groom)

\_\_\_ Bouquet \_\_\_ Lei Po'o \_\_\_ Lei \_\_\_ Boutonniere \_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_ Partner 1 Attendees: \_\_\_\_\_ (e.g. Bridesmate/Groomsmate)

\_\_\_ Bouquet \_\_\_ Lei Po'o \_\_\_ Lei \_\_\_ Boutonniere \_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_ Partner 2 Attendees: \_\_\_\_\_

\_\_\_ Bouquet \_\_\_ Lei Po'o \_\_\_ Lei \_\_\_ Boutonniere \_\_\_ Other \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_ Partner 1 Junior Attendees: \_\_\_\_\_ (e.g. Ring Bearer/Flower Person)

\_\_\_ Bouquet \_\_\_ Lei Po'o \_\_\_ Lei \_\_\_ Boutonniere \_\_\_ Throw Flowers w/Basket (\$40)

Notes: \_\_\_\_\_

\_\_\_ Partner 2 Junior Attendees: \_\_\_\_\_

\_\_\_ Bouquet \_\_\_ Lei Po'o \_\_\_ Lei \_\_\_ Boutonniere \_\_\_ Throw Flowers w/Basket

Notes: \_\_\_\_\_

All Puaka'ie Floristry bouquet are delivered in water in mason jars. When repurposing at Reception, the Client may opt to upgrade the vases for a cohesive aesthetic; price varies.

### VIP Lei:

\_\_\_ Officiant \_\_\_ Out-of-town Guests \_\_\_ Sponsors \_\_\_ Friends/Family \_\_\_ Other

Notes: \_\_\_\_\_



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Ceremony and Reception florals should be designed hand-in-hand. Ceremony florals can be repurposed at your reception to extend their value. For example, bouquets and aisle arrangements can be repurposed as reception table centerpieces and arch sprays can be repurposed at the sweetheart or head table. Because of the size, volume and overall aesthetic, we recommend a minimum budget of \$1,000 for each, the ceremony and the reception.

### Ceremony:

Arch Florals  Aisle Florals  Altar (No Arch, e.g. Pedestal arrangements, Floral posts...)

Wooden Rectangle Arch Rental (90-min rental, \$150, must use Puaka'ie florals)

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Reception:

Guest Tables  How many?  Arrangement (\$150+)  Garland (\$25+/ft)  Other

Sweetheart Table  Bar  Lounge  Bouquet Toss  Cake/Cake Table

Welcome Table  Welcome Sign  Floral Chandelier  Photo Backdrop

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Glossary:

*Lei:* Hawaiian word for garland made of flowers and/or foliage. Lei are typically worn either open or closed around your neck. Lei are a hospitable gesture to gift to important persons such as loved ones, out-of-town guests, elders, officiant, etc., as a form of gratitude and respect.

*Lei Po'ō:* Lei worn around the crown of your head. Also known as flower crown.

Garland: Foliage woven together in a long runner-style arrangement. Fullness/volume varies as desired. Flowers may be added. Perfect for rectangle tables.





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**Floral Budget:** The cost of florals for your event is highly variable based on the style, complexity, volume, variety and availability of flowers you desire. I am happy to maximize and work within your budget to design your dream florals!

For budgetary purposes, I advise couples on the following floral budget ranges, based on the size of your event, to aid in your planning and to help manage expectations. These ranges are typical and may be considered "minimums", however the scope of the floral design will ultimately dictate the final price. As of late, the average floral budget is \$3,000 - \$6,000.

-Small Wedding (up to 20 people): \$1,800 - \$3,000+; couple florals, two attendees each, ceremony altar/arch/aisle arrangements, sweetheart table, two reception tables

-Medium Wedding (20-100 people): \$2,500 - \$5,000+; couple florals, 4 attendees each, ceremony altar/arch/aisle arrangements, and reception arrangements e.g. up to 10 tables

-Large Wedding (100+): \$5,000 - \$8,000+; couple and wedding party, ceremony altar/arch/aisle arrangements, and reception arrangements for up to 30 tables

**Our Floral Budget:** \_\_\_\_\_

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### The Fine Print:

*-All orders fulfilled by Puaka'ie Floristry and Designs, LLC (PFD) are subject to the State of Hawaii General Excise Tax of 4.712%.*

*-You must submit a 50% non-refundable deposit to book PFD services. Your order is not secured until the deposit is received. Receipt of your deposit or other payment signifies your acceptance of the terms and conditions of this invoice and The Fine Print, thereby contractualizing this agreement. A confirmation email will be sent within 48 hours of receipt of the deposit. Final payment is required 30 days prior to your event. Your order will not be delivered prior to final payment.*

*-All orders requiring delivery beyond a 15-minute drive from the PFD studio will incur a minimum \$100 delivery fee dependent upon distance and size. Delivery fee is per vehicle, per destination.*

*-Setup fee of \$100+/hr is based on an hourly rate for lead designer and 1-2 floral assistant(s) and is inclusive of any wait time between tasks.*

*AVAILABILITY: All flowers and greens identified above are based on availability. If, for whatever reason, the flowers and greens are not available, an equitable substitute will be used and notification will be made to the client for situational awareness. Client's approval may be solicited, but is not required. Due to the pandemic, floral selection in Hawai'i is limited and unpredictable—substitutes are to be expected.*

*PAYMENT: Acceptable payment methods include Personal Check, Cashier's Check or Money Order made payable to Jessie Paahana or the following automated services (Venmo or PayPal [[@puakaiefloristry](https://www.paypal.com/@puakaiefloristry)]). Automated payment services require a 3.5% transaction fee (if no fee is charged to PFD by the selected payment platform, the 3.5% transaction fee will be returned to you within 48 hours). Avoid this fee by not selecting "Turn on for purchases" for Venmo or selecting "Friends and Family" for PayPal.*

*MODIFICATIONS: Modifications to your order may be transmitted to PFD for review and approval up to 14 days prior to your event. Modifications must be agreed upon in writing and payment of the cost of the modification will be due in full to confirm modification. Once deposit is made no reductions will be accepted.*

*CANCELLATION: Initial deposit is non-refundable; cancellation prior to payment of balance will result in forfeiture of initial deposit up to 50% of invoice total. Balance due in full 30 days prior to event in order to place flower order with suppliers. If balance is not received, PFD will notify you of delinquency of payment and if no response is received within 7 days of notification to client, PFD reserves the right to cancel your event and resulting in forfeiture of any deposit paid to date. Cancellation by client after balance is paid and within 29 days of event will result in forfeiture of 75% of invoice total, 25% of invoice total will be returned to you. Cancellation within 14 days of event will result in forfeiture of 100% of invoice total, as flowers have been ordered from suppliers and cannot be reversed. Understand that cancellation by the client means the client is not upholding the terms and conditions of this exchange thereby forcibly causing PFD to not uphold the terms and conditions of this exchange.*

#### **POSTPONEMENT:**

*In the event of cancellation, should you wish to postpone to a later date, PFD will deliver the same (scope and cost) as was agreed upon in the final invoice. Note, your invoice is good for 60 days from the day of your event and pricing must be re-evaluated beyond 60 days after to determine the same scope can be delivered at the same cost at time of the future event; prices may increase due to increased shipping costs, reduced inventory, etc. Should you have to modify the scope, the cost will remain the same as your original event i.e. if you reduce the scope you will not be refunded the balance, but may use up to the balance or pay additional according to the price of the augmented scope. Your full balance remains non-refundable, however you will hold a credit with PFD in the amount of your final invoice for one calendar year from your original event date, unless both parties agree to extend further.*

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