

The **Wedding Planners**

123 West Third Street ~Winona, MN 55987 ~ Local: 507-454-6535

Toll-free: 507-454-6535 ~ www.winonaweddingplanners.com

Form 1: Contact Information: Fill out all contact information, do not write in Office use only section.

Form 2: Order Form 1-8:

1st If you have more than 8 attendants print out the Extra Form from the Extra Form Button.

2nd Write in Bride and Grooms name with wedding date.

3rd Put the Groom name in box number one note the (A:) = Attendant = "G" for Groom

4th Put the Groomsmen's names in the boxes below (A:) = GM. Make sure you put everyone's phone number below their name. We will call the attendant to remind them to get measured, or call them if they send us measurements the don't seem right. This will save you lots of time if we call them direct rather than calling you to tell them to call us. Next put Ushers = U, Ring bearer = RB, Junior Groom = JG, Fathers = F, Grandfather = GF, and Other = O.

5th All highlighted sections for the coat, pant, shirt, tie, vest and shoe must be filled in.

Form 2: Order Form 9-16:

Same as above.

Form 4: e-Tux Contract

All highlighted areas must be filled in and initialed.

Email or mail completed forms

Form 1: e-Tux

The

Wedding Planners

Date

Bride's Name _____

Address _____ City _____ St. _____ Zip _____

Phone _____ Cell #: _____

E-mail: _____

Groom's Name _____

Address _____ City _____ St. _____ Zip _____

Phone #: _____ Cell #: _____

E-mail: _____

The Ceremony will take place on (date) _____ at the time of _____

Name and address of ceremony? _____

Name and address of reception? _____

Wedding colors? _____ Total # of tuxedos needed for your party _____
(Include groom, groomsmen, ushers, fathers, ring bearer, miniature groom, and grandfathers)

Please circle the services that you would like more information on:

Tuxedo Rental

Photography by Rich

Rental Center

Bachelor/Bachelorette

Limbusine

Wedding Limbusine

Office Use Only

NOTES _____

D M Units= D M Units= D M Units=

Tux Credit # _____ x \$ _____ = \$ _____ circle one Limbusine/Photography

AFTER BOOKING, TUXEDO CREDIT LEFT OVER \$ _____

Name

Form: 2 e-Tux

The Wedding Planners

Acct _____

Phone: 507-454-6535

Info@winonaweddingplanners.com

Brides Name: _____

Grooms Name: _____

Wedding Date: ___/___/___ Do not fill out next line

Faxed Date: ___/___/___ # in party ___ Page # ___ of ___

Note to JFW:

If **NuVO** shoes are ordered, do not fill order. This is our own stock of inventory shoes

GROOM'S Special Requests:	COAT			PANT				SHIRT			TIE		VEST	POCKET	PRICE	SHC	
	Coat Name	Cat #	Size	Cat #	Waist	Out	In	Slim Hip	Cat # 76/96	Neck	Sleeve	Bow	Windsor	Cat #	Cat #	\$	Style
1. Phone: A:																	
1. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
2. Phone: A:																	
2. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
3. Phone: A:																	
3. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
4. Phone: A:																	
4. Notes: SPLIT	Pleat/Flat/Slim							Acc: Designer & Color:									
5. Phone: A:																	
5. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
6. Phone: A:																	
6. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
7. Phone: A:																	
7. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
8. Phone: A:																	
8. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									

Other Notes: _____

Form: 3 e-Tux

The Wedding Planners

Acct _____

Phone: 507-454-6535

Info@winonaweddingplanners.com

Brides Name: _____

Grooms Name: _____

Wedding Date: ___/___/___ Do not fill out next line

Faxed Date: ___/___/___ # in party ___ Page # ___ of ___

Note to JFW:

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	Coat Name	Cat #	Size	Cat #	Waist	Out	In	Slim Hip	Cat # 76/96	Neck	Sleeve	Bow	Windsor	Cat #	Cat #	\$	Style
9. Phone: _____ A:																	
9. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
10. Phone: _____ A:																	
10. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
11. Phone: _____ A:																	
11. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
12. Phone: _____ A:																	
12. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
13. Phone: _____ A:																	
13. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
14. Phone: _____ A:																	
14. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
15. Phone: _____ A:																	
15. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									
16. Phone: _____ A:																	
16. Notes:	Pleat/Flat/Slim							Acc: Designer & Color:									

Other Notes: _____

GROOM: _____ **BRIDE:** _____

Wedding Date: ____/____/____ we are renting from The Wedding Planners (# of tuxedos includes groom) # _____

Copy of Grooms Credit Card and Driver's License must be on file before tuxedos will be sent

TUXEDOS will be shipped to Winona Wedding Planners and payment will be collected at pick-up. **OR** tuxedos will be shipped to (fill out below)

Name _____

Address _____

City _____, State _____ Zip _____

Location Phone # (____) _____

Tuxedos must be paid for 30 days prior to your wedding date. **Initial:** _____

REPLACEMENTS will be shipped to Winona Wedding Planners. **OR** tuxedos will be shipped to (fill out below)

Name _____

Address _____

City _____, State _____ Zip _____

Location Phone # (____) _____

Tuxedo Returns: Initial One

It may take up to two weeks from Jims Formal Wear until we get a bill for missing items. We will not charge your card until we contact you.

If you choose to have the convenience of shipping the tuxedos back to **Jims Formal Ware** please remember that your CC is on file and every clothing item is bar coded, and your card will be charged for any item that is not returned or returned late. Each tuxedo is subject to a \$20 late fee if not shipped out **MONDAY** after your wedding, if **MONDAY** is a legal holiday then you can ship out on Tuesday with no additional charges. Tuxedos not returned by Wednesday are subject to an additional full rental fee. **Initial:** _____

OR

I choose to return tuxedos to **The Wedding Planners** and will have them back before Monday by 4pm. Returns after that are subject to a late fee of \$20 per tux. Tuxedos not returned by Wednesday are subject to an additional full rental fee. My credit card on file will be used to pay for any fees my Wedding Party occurs. **Initial:** _____

I understand that the tuxedos will be shipped to the above location before my Wedding on **Wednesday prior to my wedding** (FILL IN DATE) _____, 20____. Please arrange to have your wedding party try on their tuxedos as soon as possible. If an item needs to be replaced, we are limited to JFW inventory. If your party request a replacement on Wednesday or Thursday, we will have your replacements in our store or shipped to you direct on Friday. Replacement requested on **Friday before 4pm**, will be in Saturday before noon, Friday weddings deadline is Thursday by 4pm. There are no reimbursements for late delivery or no-shows on replacement item. If a tuxedo is cancelled within 10 days of the wedding 50% payment is due. If tuxedo is cancelled within 9 days of your wedding, 100% is due and will be

charged to your credit card **Initial:** _____

If you select our discounted Nuvo Shoes, we are not able to ship out, they must be picked up at the store. **Initial:** _____

Fill this section if your taking advantage of our Tux/Limo Promotion:

Cancellation of a Tuxedo, or a Shoe Rental will cause a charge in the groom's tuxedo equal to the amount of discount taken off the limbusine or any other agreement. Extra tuxedos booked after the Tuxedo Limo/Photo agreement, will be charged at the same rate but you will receive a Credit to the Limo Service. Tuxedo credit is not valid on Traveling fees, or Drivers Tip. If Tuxedos are cancelled, and limo credit has already been used/or will be used, the deducted amount is due immediately. **Initial:** _____

With the Tux/Limo promo the \$40 off without shoe rental, or the \$50 off with shoe rental will be applied to the limo instead of the price of the tuxedos, making tuxedo prices range (with shoes) \$155 to \$206. Without shoes will be \$26 to \$36 less. **Initial:** _____

CONTACT PERSON (Someone other than the Bride or Groom) _____ **Phone:** (____) _____ - _____

(Grooms Signature) _____ **(Today's Date)** ____/____/____.