

Your Details			
Name		Address	
Phone			
E-mail			

	Company	Contact Number	Quote	Date / Notes etc
Quote 1			£	
Quote 2			£	
Quote 3			£	

Your Wedding Details	
Wedding Date / Time	
Wedding Venue / Location	
Number of Chair Covers Req	
Style / Fabric / Colour	
Sash / Ribbon Details	
Other Requirements	

Questions	Answer / Comments
Are the chair covers pressed before you receive them?	
Are you required to insure the chair covers against damage during the course of the wedding event?	
Are you required to launder the chair covers before returning them?	
Can they provide a sample of the fabric the cover is made from?	
Can you inspect the covers before they are used for your event?	
Do they carry spares in the event of one being damaged?	
Do they provide sashes free with the chair covers?	
Find out whether they offer a fitting service as there are a variety of different types of banqueting chair used by wedding venues - it could get tricky doing it yourself.	

Questions	Answer / Comments
If applicable, are you able to supply them with a material swatch of the colour you desire and can they match it or find a fabric to meet your requirements?	
If the company are unable to deliver your chair covers will they provide substitutes, and will they let you know in advance?	
How far in advance are you able to book them for hire?	
How soon would you need to give them the final numbers for the wedding?	
Is there a minimum number of chair covers which you would have to hire?	

Money Questions	Answer / Comments
When would you be expected to pay the balance?	
Is there a cancellation fee?	
If they ask that you pay an insurance against any damage to their covers, ensure you understand clearly what they deem as damage?	
If you decide to hire your wedding chair covers with the company would they be able to offer you a discount on the table linen, napkins and placemats?	
If you take out insurance is it refundable upon the safe return of the goods?	
Is there a fee for the late return of chair covers if the hirer is responsible for returning the goods, and if so what is the additional cost?	
Some companies offer to set up the chair covers for you, enquire as to its cost.	
How much and when would a deposit have to be paid?	
Do they charge on request of samples?	
Does the quote include delivery and return, or is that at your own cost?	

Please forward this to any companies that you may wish to obtain a quote from

Comments from Quoting Company

Read our full advice article at :

<http://www.weddingchaos.co.uk/wedding-venues/wedding-chair-covers.asp>