

Event Information Letter:

Date:

Instructions: Print this form out, fill in the blanks, sign it, scan it, and return it to us via email or US Postal Service. (Address below)

Thank you for calling on Steve Mings, CBA, AKA "Mr. Fun" and C.F.Menzies for all your event entertainment needs.

For your convenience we have set up this letter to fill in the blank letter. Print out this letter, fill in the needed information and send it to us by email or mail.

Entertainment requested: Balloon Creations Face & Body Art Balloon Décor (Choose one or more)

Date or your event: _____ Entertainment Timing: From _____ to _____

Name of the location: _____

The address of your event is _____

City _____ State _____ Zip Code _____

Your Company Name: _____

Company Billing Address: _____

City _____ State _____ Zip Code _____

To better serve you we will need two phone numbers that we can contact you on the day of the event.

The contact phone # is (____) _____ and (____) _____

Helpful information would be to know: (Name of the event) _____

Theme (If any) _____

Estimate # of Children _____ Estimate total # of guests invited _____ (children & adults)

Event Contact's Name: _____

Special Instructions: _____

Payment is to be made prior to or at the time of service. Payment(s) received after event date on this letter will incur a \$50.00 dollar late fee. A 15% interest will be applied 30 days after event date to any outstanding balance that remains on this account, compounded monthly. Payments can be paid in cash or company check, Visa, MasterCard, Discover, American Express. Call the office to make arrangements. No personal checks will be accepted on the day of the event. Please have the correct balance owed in cash or company check. Entertainers do not carry any change. Any License Fees, Permits, Parking Fees and/or Entrance fees is the responsibility of your company or organization.

Make your Check or Money Order out to: **C.F.Menzies** Email: steve@gottahaveballoons.com

Mail to: **C.F. Menzies**
649 East Banyan Street
Ontario, Calif. 91761

Signature

Date

We appreciate your business and we intend to make your event, and your guests feel special through our special art form. Feel free to call us at any time with any questions that you may have.

Thank-you

Sincerely,

S.J. Mings

Steve Mings, CBA
909 986-1699
steve@gottahaveballoons.com

Office Notes: