

# ARMADILLO STRING QUARET

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## BOOKING PROCESS



Greetings!

Thank you for your interest in booking the **ARMADILLO STRING QUARTET** for your special occasion. If you would like to finalize a booking, please email us all the following pertinent details:

1. Full name of person making the booking;
2. Full names of the Bride & Groom;
3. Mailing address (location to send contract);
4. All contact numbers (including cell phone numbers);
5. Locations and addresses of performance venues (including postal code);
6. Location directions if required;
7. Confirmation of booking start & end times;
  - (NOTE: When booking a ceremony, clients generally have the musicians start playing 15 minutes prior to the start of the ceremony, while guests are being seated)
8. Type of ceremony:
  - (I.E. Civil ceremony with a Justice, or Catholic ceremony, Jewish ceremony, etc);
9. Number of bridesmaids, flower girls and ring bearers.

We're happy to walk you through the booking process and answer any questions or concerns you may have. Once we receive the above information, we will then:

1. confirm our availability;
2. send you two (2) copies of the contract with all the pertinent details;
3. ask that you review the contract to ensure accuracy of details;
4. sign both copies of the contract;
5. keep one copy of the contract for your own records;
6. mail us back the other signed contract along with two (2) cheques:
  - \$100 deposit cheque - to secure the date;
  - Post-dated cheque for remaining balance (dated for the engagement date)
  - Please make checks payable to "Nancy Enns".

Should you have any questions or concerns, please contact us by phone or email.

Congratulations on your special occasion. We look forward to finalizing your booking, and to performing for you and your guests!

Warmest Regards,

David & Nancy

**Nancy Enns & David Glavina**  
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