

**INFORMATION TO BE ATTACHED TO HELP FULFIL YOUR ORDER.**

PLEASE PRINT CLEARLY, TICK THE BOXES TO SHOW YOU UNDERSTAND EACH POINT, SIGN THE DECLARATION ON PAGE 2 AND RETURN VIA EMAIL OR POST.

Date of Mailing: \_\_\_\_\_

How did you hear about Alchemist Designs? \_\_\_\_\_

Name: \_\_\_\_\_  
*The name written above should be the same as the "BUYERS NAME" on your order*

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*SHIPPING ADDRESS ONLY IF DIFFERENT FROM ABOVE*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**WHERE DID YOU CONTACT ME FIRST FROM INITALLY?**

- Instagram    Website    Phone    Facebook    Etsy    SnapChat    TicTock

ORDER FORM			
Qty	Item	Colours/ instructions, size, item included	Price
Registered Post request extra fee <input type="checkbox"/>			
Check the items you are including to create your order			Total
Flowers Fresh <input type="checkbox"/>	Flowers Dried <input type="checkbox"/>		
Petals Fresh <input type="checkbox"/>	Petals Dried <input type="checkbox"/>		
Ashes <input type="checkbox"/>	Pet fur or Hair <input type="checkbox"/>		
Other/ Specify <input type="checkbox"/>			

Mail Your Materials To:	MAILING TIPS
Alchemist Designs	• Include this completed FORM along with your materials.
12 Hawthorn Hill Rakeevan	• Please do not use plastic to package your fresh flowers, they will sweat
Bailieborough	• I am closed weekends so best to send as soon as you can.
Co Cavan	• If applicable, 1 teaspoon of ashes is required.
A82 V2C6                      (087) 9412872	• All materials to create your order must arrive at the same time.
<a href="mailto:alchemistdesignsireland@gmail.com">alchemistdesignsireland@gmail.com</a>	• Orders without payment in full will not be processed.

PLEASE READ, TICK THE BOXES AND SIGN BELOW. TICKING THE BOXES INDICATES YOU ARE CLEAR AND CONTENT WITH OUR ARRANGEMENT.

**Which option is your preference for me to contact you should I need to?**

- Phone  Email  WhatsApp  Instagram  Facebook  SnapChat  TicTock  
 Other - Please specify: \_\_\_\_\_

**When is the best time to contact you Monday to Friday should I need to call?**

- Morning (10am-11:30am)  Afternoon (2pm - 3pm)  Evening (4pm-5pm)

**Consent** - This is your consent to allow Alchemist Designs to use photo images of your purchase in a tasteful manner to help market the Alchemist Designs Brand on social media and any other mediums I see fit for purpose.

**Consent** - This is your consent for Alchemist Designs to preserve your items using my expert knowledge, judgement and discretion. Preservation of your materials is custom work and subject to creative decisions made at the design stage.

**Order & Booking Fee** - This completed order form, payment in full and materials must be received at the same time unless otherwise discussed and confirmed via email. If you have pre booked and paid a non-refundable booking fee, this will be deducted from the final purchase price. Any extras including any extra shipping fees requested must be paid in full before starting your custom work.

**Colour Changes** - are a natural process so do expect some flowers to dry darker, lighter, possible transparency and the original colour. If you are sending dried petals or flowers, specify the original colour. There are many variables when making customs pieces from natural materials, colours, shapes and textures may vary. Please see website for more details.

**Sending Materials** - for any damages to your materials prior to their arrival will not be assumed by Alchemist Designs. It is your responsibility to keep flowers in a cool place, refrain from handling and use gloves if possible, to avoid natural oils or bruising transferring to the petals before sending. Pack your materials appropriately as described on the website so they can get to me in the best condition possible. Any flowers which may arrive damaged or deemed unusable, in bad condition will not be used and I will inform you if that is the case. Damaged or dead flowers cannot be dried.

**Liability** - It is understood care for your product when received requires a little attention to ensure to keep them as perfect as possible. All pieces when received must be kept in a cool, dry place and out of direct sunlight to avoid changing the product texture, shape or having a significant colour change prematurely. See website for more details.

**Left-over Petals/ Items** - petals/ flowers will be only stored by request for maximum of 3 months after your order is completed for any future orders. They will then be discarded and will not be returned. Ashes, Pet Fur/ Hair or other personal items remaining in your custom order will be returned with your finished order.

**Refunds** - Due to the nature, time, cost and attention given to each piece, there is a no refund policy on all Custom Orders. Premade items 7-day return policy applies. See website for more details.

Your Signature : \_\_\_\_\_

Print Name : \_\_\_\_\_

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