



Planning Canadian Weddings - Wedding Planner

Wedding Vendor Tracking Form

Type of Service or Product: _____

Vendors Company Name: _____

Vendor's Contact Name: _____

Vendor's Address: _____

Vendor's Phone Number: (_____) _____

Vendor's Email Address: _____

Vendor's Website Address: www. _____

Number of Units or Hours of Service: _____

Other items: _____

Date of Pick Up: _____ Date of Return: _____

Cost per Unit: \$ _____

Set Up Fee: \$ _____ Set Up Time and Date: _____

Delivery Fee: \$ _____ Delivery Time and Date: _____

Additional Fees or Gratuities: \$ _____ Details: _____

Total Cost: \$ _____

Down Payment: \$ _____ Date: _____

Total Paid: \$ _____ Date: _____

NOTES: _____
