



# Gift Drop-Off Information Form

## Customer Information:

- Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Dancer's Name (If Applicable): \_\_\_\_\_

## Gift Details:

Gift #	Description	Size	Paper Preference	Special Instructions (Who is it for?)
1				
2				
3				
4				
5				
6				
7				
8				

## Total Gifts:

- Small (\$4): \_\_\_\_\_
- Medium (\$7): \_\_\_\_\_
- Large (\$10): \_\_\_\_\_
- Oversized or Odd Shaped (\$14): \_\_\_\_\_

**Wrapping Preferences:**

- Paper Style: \_\_\_ Holiday \_\_\_ Neutral \_\_\_ Kid-Friendly \_\_\_ Elegant \_\_\_ Other: \_\_\_\_\_
- Add-Ons:
  - Sticky Bow (\$1) \_\_\_
  - Custom Bow w/ Ribbon (\$5) \_\_\_
  - Ribbon Wrapped (\$3) \_\_\_
  - Custom Gift Tag (\$1) \_\_\_
    - (To: \_\_\_\_\_ / From: \_\_\_\_\_ / Message: \_\_\_\_\_)
- "Deluxe Package" (bundle includes custom bow and personalized gift tag \$8): \_\_\_
- Any Other Preferences: \_\_\_\_\_

**Pickup Information:**

- Pickup Requested (\$20)
- Delivery Requested (\$20)
- Pickup & Delivery Requested (\$30)
- Ideal Pickup Time: \_\_\_\_\_ Date: \_\_\_\_\_
- Rush Service Needed? \_\_\_ Yes \_\_\_ No (Additional Fee Applies)

**Total and Payment:**

- Gift Costs: \$ \_\_\_\_\_
  - Additional Add-on Costs: \$ \_\_\_\_\_
  - Pickup/Delivery: \$ \_\_\_\_\_
  - Round Up Total: \$ \_\_\_\_\_
  - Grand Total: \$ \_\_\_\_\_
- 
- Payment Method: \_\_\_ Cash \_\_\_ Card \_\_\_ Mobile Payment

**Customer Acknowledgment**

I, the undersigned, have read, understood, and agree to the terms and conditions outlined below. I understand that the parents of Floyd Ward School of Dance Ensemble Teams are providing this service as part of a fundraising event, and I accept the limitations of liability stated herein.

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

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

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

## Terms and Conditions

### 1. **Acceptance of Terms**

By signing above, the customer agrees to the terms and conditions outlined in this document for the gift-wrapping service provided by Floyd Ward School of Dance.

### 2. **Customer Responsibility**

- The customer is responsible for ensuring all gifts are properly labeled and identified at drop-off, including any special instructions.
- Fragile or delicate items must be disclosed clearly at the time of check-in.

### 3. **Condition of Items**

- Floyd Ward School of Dance is not responsible for pre-existing damage to items or packaging provided by the customer.

### 4. **Liability Limitations**

- While we handle all items with care, Floyd Ward School of Dance is not liable for:
  - Loss or damage to items due to factors beyond our control.
  - Damage caused by the nature of the item itself (e.g., fragile or improperly packaged items).
- Customers are encouraged not to leave valuables or irreplaceable items for wrapping.

### 5. **Unclaimed Items**

- All items must be picked up by the agreed-upon date and time.
- Any unclaimed items after 7 days from the scheduled pickup date will be considered abandoned and may be donated or disposed of at the discretion of Floyd Ward School of Dance.

### 6. **Special Requests and Additional Charges**

- Any special wrapping requests, such as oversized or irregularly shaped gifts, may incur additional charges.
- Rush services, if available, will also incur extra fees.

### 7. **Payment**

- All payments are due at drop-off or check-in unless otherwise agreed upon.
- Accepted payment methods include cash, credit card, and check.

### 8. **Refunds**

- All services are considered final. Refunds will not be provided once the wrapping service has been completed. Satisfaction is guaranteed so please tell report any issues and a team member will work to resolve the issue.

### 9. **Right to Refuse Service**

- Floyd Ward School of Dance reserves the right to refuse any gift for wrapping, including items that are hazardous, inappropriate, or unsuitable for our services.

### 10. **Privacy and Confidentiality**

- Any personal information provided by the customer will be used solely for service-related purposes and will not be shared or sold.