



Federation of Small Business



A Member of the Musicians Union

Mobile Entertainment – Sales – Service – Repair – Installation

Dear Client,

Many thanks for requesting a quotation.

There are a few basics we need to know in order to give you an accurate quotation. Please print this form, fill in the details and either fax or post it back to us.

Quotations are valid for thirty days from date of issue.

Kind Regards,

Mark & Ash Davies

DJ's & Presenter's
Surround Sounds

info@surround-sounds.co.uk
www.surround-sounds.co.uk

How did you find us? - Mark as appropriate

Recommendation Internet Phone Book Other

I found you elsewhere:

Please let us know

Quotation Details

ABOUT YOU:

NAME: _____
ADDRESS: _____

POST CODE: _____
PHONE NUMBER: _____
MOBILE NUMBER: _____
EMAIL ADDRESS: _____

EVENT & VENUE DETAILS:

EVENT TITLE: E.G. DISCO / CHARITY EVENT / PAT & JOHNS WEDDING _____
EVENT DATE: _____
NUMBER OF GUESTS: _____
VENUE NAME: _____
VENUE ADDRESS: _____
VENUE TOWN: _____
VENUE CITY: _____
VENUE COUNTY: _____
VENUE POST CODE: _____
VENUE TELEPHONE: _____
VENUE CONTACT NAME: _____
VENUE EMAIL: _____
FUNCTION ROOM NAME: _____

THINGS WE NEED TO KNOW:

DJ DRESS CODE: SMART CASUAL – BLACK TIE – LOUNGE SUIT _____
VENUE SETTING: FUNCTION ROOM – MARQUEE - OTHER _____
VENUE ACCESS: GROUND FLOOR – 1ST FLOOR - BASEMENT _____
LIFT ACCESS: IS THERE A LIFT IF REQUIRED _____
*RECEPTION START: WEDDINGS ONLY *RECEPTION FINISH: WEDDINGS ONLY _____
*EVENT START: _____ *EVENT FINISH: _____

MORE INFORMATION REGARDING START AND FINISH TIMES

If we are being booked for a wedding it is sometimes necessary for us to set our equipment prior to the reception as it would be inappropriate to do it later in the evening. It may also be the case that you would like us to provide background music during the reception or radio microphones for the speeches. If this booking is for a standard event then use the "Event Start" and "Event Finish" section. Alternatively use this space to give us more information.

DISCO ACCESS TIME: This is the time that we can get in to set our equipment. In the case of weddings we can set our equipment earlier in the day and this service is free within a 15 mile radius of GL12 8SR. _____
OTHER ACTS BOOKED: YES/NO OTHER ACT TYPE: _____
GUEST AGE RANGE: _____
DINNER MUSIC: YES/NO DINER MUSIC GENRE: _____
TOAST: YES/NO TOASTMASTER TIME: _____
SPEECHES: YES/NO SPEECHES TIME: _____
GLOW BRACELETS: £7.00 PER 100 GLOW BRACELETS QTY: _____