

Book Centerpieces for Tzedakah *Order Form*



Thank you for choosing Bergen Reads Book Centerpieces for your upcoming celebration. You have chosen to incorporate a very meaningful and important *tzedaka* into your family's *simcha*. The donation you make to Bergen Reads will go a long way in helping the children Bergen Reads serves.

Please fill out the information below:

Family Name	Child's Name
Parents' names (1)	(2)
Home address	
Home phone:	Cell:
Email:	
Type of simcha (Bar or Bat Mitzvah, baby naming, bris, etc.)	Date of event:
Location of event:	Address:
Contact person:	Phone:
Approximately how many centerpieces will you need? (Final number is required 3 weeks before event).	
Is there any other information you would like to give us?	
How did you hear about our program?	

A decorative bookmark will be attached to each centerpiece wishing Mazel Tov to your child and your family and explaining the *tzedaka* (donation) you are giving in honor of your *simcha*. There will also be bookmarks for your guests to take with the same information.



Prices start at \$50 for the basic centerpiece, with custom ribbons and bows. All Bima Baskets start at \$130. Additions to the customization, if desired, can be arranged directly with the centerpiece designer, who will quote prices for additions separately. Delivery and pick-up of centerpieces is a \$45 flat fee regardless of order size.

When we receive this completed form we will put you in touch with the centerpiece designer, who will customize your centerpieces. We want to do everything we can to make this an easy process for you. Please feel free to contact Beth Figman, Bergen Reads Project Coordinator, at 201-820-3947 or bethf@jfnnj.org with any questions or concerns.

A deposit of \$300 is required to start your order. If your order is less than \$300, then just send your order total. Your deposit will go towards the final order and is fully refundable up until three weeks prior to your party date. A final bill will be mailed to you. Final payment is due 5 business days before your event. The centerpieces may not be delivered if final payment is not received in advance of your celebration.

The book centerpieces are on loan from Bergen Reads for use for your celebration, in return for your donation to the program. You will be responsible for any and all centerpieces removed from the premises of the celebration (by your guests or otherwise) and not available for pickup by the centerpiece designer after your celebration. You will be charged \$20 for each missing centerpiece; \$70 for each missing bima basket. You will also be charged an appropriate fee for all centerpieces that incur significant damage.

We look forward to working with you on your special occasion. Mazel tov!!!

I agree to the above terms in this order form:

Signature

Printed Name

Date

Please make check payable to *JFNNJ/Bergen Reads* and mail with this form to:
Beth Figman, Bergen Reads
Jewish Federation of Northern NJ
50 Eisenhower Drive
Paramus, NJ 07652