GENTLETOOLS / FREE RESOURCE SERIES

WEDDING PLANNING / 8 PAGE EDITION

Wedding Vendor Comparison PDF

A lower base quote is not always the lower final price.

NOT JUST AN EMPTY FORM

An attractive headline price can hide fees for delivery, setup, overtime or cleaning. Comparing only the headline numbers makes it easy to choose the wrong offer. The same columns for each vendor make differences visible.

THE FOUR-STEP WORKFLOW

1. **Define what is known**
2. **Track actual events and evidence**
3. **Compare before deciding**
4. **Assign the next concrete action**

- [ ] Separate estimates and verified facts
- [ ] Keep sensitive data secure

No login or email gate. Information you enter stays in the PDF.

WEDDING OFFER DECISION BOARD

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Write the date, available budget and non-negotiable requirements.

STEP 2 Record each quote with its total, deposit, inclusions and deadline.

STEP 3 Check the signed contract and note what you still need to clarify before committing.

STEP 4 Which fact or document still needs checking?

WEDDING OFFER DECISION BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

SUPPLIER / SERVICE	EXPECTED BUDGET	FULL QUOTED COST	INCLUSIONS, TIMING AND QUESTIONS	SOURCE / REFERENCE

Outstanding question or record to confirm

WEDDING OFFER DECISION BOARD

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

SUPPLIER / SERVICE	EXPECTED BUDGET	FULL QUOTED COST	INCLUSIONS, TIMING AND QUESTIONS	SOURCE / REFERENCE

Outstanding question or record to confirm

WEDDING OFFER DECISION BOARD

Compare with evidence

WHAT THIS DOCUMENT HELPS WITH

An attractive headline price can hide fees for delivery, setup, overtime or cleaning. Comparing only the headline numbers makes it easy to choose the wrong offer. The same columns for each vendor make differences visible.

1. Current facts

CURRENT	OPTION	EVIDENCE

2. Alternative course

CURRENT	OPTION	EVIDENCE

3. Uncertain information

CURRENT	OPTION	EVIDENCE

Working conclusion or question

Review by

WEDDING OFFER DECISION BOARD

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Write the date, available budget and non-negotiable requirements.

Concrete next action	Owner / due

ACTION 2 Record each quote with its total, deposit, inclusions and deadline.

Concrete next action	Owner / due

ACTION 3 Check the signed contract and note what you still need to clarify before committing.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This comparison is not a contract, payment schedule or substitute for reading cancellation provisions.

- [ ] Source checked
- [ ] Next action assigned

WEDDING OFFER DECISION BOARD

Review a worked example

FICTIONAL EXAMPLE

Illustration: a venue priced at 3,800 plus a 400 setup fee is 4,200 before any other charges. A 4,050 quote including setup may be cheaper on this one dimension; contract conditions still matter.

BEFORE YOU RELY ON YOUR RECORDS

- [ ] Facts distinguished from estimates
- [ ] Dates, units and totals checked
- [ ] Source evidence saved separately
- [ ] Private identifiers protected

What will be improved next time?

This comparison is not a contract, payment schedule or substitute for reading cancellation provisions.

WEDDING OFFER DECISION BOARD

Vendor proposals

This page is tailored to the topic. Use it to check key items before closing your file.

AREA	TOTAL	TERMS
Venue		
Catering		
Photography		
Decor		
Additional fees		

One additional item to check