

**LETTER OF AGREEMENT**

**Dr. Russell K. Elleven  
6120 Comfort Drive  
Ft. Worth, Texas 76132**



*This Letter of Agreement is more formal than I typically like to be. However, it is my intention to provide you with the most professional wedding officiating and premarital education in the Dallas/Ft. Worth metroplex. The thoroughness of this form protects all of us, and ensures that your needs and expectations, as well as my own, are completely met on your wedding day.*

Please Initial Each Section

\_\_\_\_\_ We agree to offer Dr. Elleven \$ \_\_\_\_\_ for his ministerial services. A non-refundable deposit of \$ \_\_\_\_\_ was given to Dr. Elleven in order to reserve our dates and times. The dates and times needed for these services are listed in the Wedding Information Form and given to Dr. Elleven on this date: \_\_\_\_\_. We understand we must adhere to the times listed on this form (**within a 20-minute window**) so Dr. Elleven can make any other appointments. The 20-minute window of time may be extended at Dr. Elleven’s discretion if he has no further appointments.

\_\_\_\_\_ We understand we must purchase a marriage license 72 hours (3 days) prior to our ceremony. The marriage license, envelope, and the remainder of your offering must be presented to Dr. Elleven **at the rehearsal**. In the event there is no rehearsal or Dr. Elleven cannot attend your rehearsal, the license, envelope and offering must be presented **prior** to the wedding ceremony. Unless otherwise instructed, Dr. Elleven will complete the license and return to the appropriate county official.

\_\_\_\_\_ In the event Dr. Elleven is prohibited from officiating the couple’s ceremony as planned due to hospitalization or auto accident or any other unforeseen event on the day of their wedding, any and all moneys including down payments or complete payments shall be returned to the couple in full. Furthermore Dr. Elleven shall not be held liable for compensation due to non-performance of their wedding resulting from such incapacitation.

\_\_\_\_\_ We are aware that Dr. Elleven believes in and greatly encourages, though does not require, premarital education. By initialing this space, \_\_\_\_\_, we acknowledge that we desire to engage Dr. Elleven for this service. We understand there are THREE OPTIONS for premarital education and that this service fee is in addition to the ceremony offering. Full payment for this service should be brought to the first session unless other arrangements are made. Mutually agreed upon dates will be arranged for the sessions that will take place in Dr. Elleven’s home. Couples will also receive a free copy of Dr. Elleven’s book, *Reverent Rituals: A Brief Wedding Guide*. We choose Option I (\$750) – Option II (\$450) – Option III (\$300) (circle one).

\_\_\_\_\_ If we do not have time or do not desire complete premarital education, we understand that we may opt to only take the marital assessment. Dr. Elleven will prepare a one-page synopsis of the assessment. A review of the synopsis by telephone will be arranged. By initialing this space, \_\_\_\_\_, we acknowledge that we desire to engage Dr. Elleven for this service (\$150).

\_\_\_\_\_ We understand that payment for these services may be made all or in part by cash, check, money order or MasterCard/Visa (via PayPal).

You signature(s) indicate that you understand and agree with this agreement.

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Signature of Groom

(Please Make a Copy for Your Records)