

## **BASIC GUIDE FOR A PURCHASERS FIRM OFFER**

The person faxing the firm offer becomes the qualified buyer and purchaser, and if the offer is accepted becomes party to contract. This is only a guideline so you may present a firm offer. At this point your offer is reviewed to determine the acceptance of your offer. This is only the beginning of the contractual process. Not until the offer is officially accepted will the performance be confirmed.

**S.T.A.R.S.** bands are in constant demand. Failure to promptly fax a firm offer, as soon as possible, can result in the band not being available for your potential date. This is not to be construed as a contract until it is agreed upon. Positively no advertising of this event is permitted until a contract (offer and acceptance) is confirmed.

### **PLEASE READ THIS CAREFULLY**

This Basic Guide Form is to be used for informational purposes only. **DO NOT** fill out this form and send it back to us. Use it for **REFERENCE ONLY**. This is not a legal document.

The essential requirements for an offer include the following pertinent information. Please make sure to include all in your offer. Some of these various suggestions may not apply to each situation. Feel free to add any additional information you would like included for our review.

Your letter must be presented as formal offer, using your letterhead with your return address on it, or your address typed above it.

**It MUST be addressed to: TARK INC d.b.a. S.T.A.R.S. Productions Attn: Stephen Tarkanish**

For legal purposes, your offer **MUST INCLUDE THE FOLLOWING PHRASE:**

**This is a firm offer for:** (list the band here)

Explain what your firm offer is and **BE VERY SPECIFIC**. It should include services of the entertainment, cost, time, date, etc. Follow the rest of the guide.

### ***YOUR FIRM OFFER MUST INCLUDE THESE TEN POINTS:***

1. ARTISTS NAME
2. VENUE
3. DATE OR DATES
4. GROSS PRICE
5. TIME (EXACT HOURS, LOAD IN AND SOUND CHECK DETAILS)
6. ADMISSION PRICES (IF APPLICABLE)
7. DJ (IF YOU HAVE OR HAVE NOT REQUESTED ONE)
8. MAILING ADDRESS AND PHONE NUMBERS
9. AUTHORIZED PERSON RESPONSIBLE FOR PAYMENT  
(PERSON SIGNING CONTRACT) AND THEIR HOME, BUSINESS, ADDRESS, AND  
PHONE NUMBERS.
10. SIGN AND DATE YOUR OFFER

If you should have any further questions, please call (973) 300-9123, M-F 12-5 p.m.

When fully completed fax your firm offer to (973) 300-5857

**AGAIN, DO NOT RETURN THIS REFERENCE GUIDE.  
SEND YOUR OWN FIRM OFFER**