



Bloom Baby Sample Email #2

This email is intended for **Sending Contracts & Next Steps**, when you have confirmed with a client that you are *both* ready to move forward. When sending contracts, please remember that you are responsible for completing all pertinent sections of the contract *prior to* sending. Your client should only need to add their initials, signature, and preferred contact information. As specified in the “Getting Started With Bloom Baby” document, **this email must be sent verbatim to communicate important next steps.**

*Please only edit the highlighted sections and be sure to copy info@bloombabydoulas.com on your correspondence.

Subject: Bloom Baby Contract and Next Steps

Greet client by name,

Thank you for choosing my services as your Birth/Postpartum Doula. I have attached our contract below with all pertinent details and my signature added. In order to secure our working relationship, please complete the following steps within the next two weeks.

- At your earliest convenience, please review, initial & sign the attached contract and email it to both Bloom Baby (info@bloombabydoulas.com) and myself.
- When Bloom Baby receives your signed contract, an online invoice link will be issued and sent directly to you. Please note that you must complete payment to secure my services.

Upon receipt of your signed contract and confirmation of payment, I will be in touch to schedule our first visit.

Create a salutation and signature