

## Wedding Stationery Order Form

Please complete in BLOCK CAPITALS - If needed attach further information on a separate sheet (We will not share your details with any third party members)  
 It is advisable to contact us first to check availability before returning this form

### Customer Details

Name:		Where did you hear about us?:	
Address:		Delivery address (if different):	
Postcode:			
Telephone Home:	Work:	Mobile:	

### Wedding Details (as you would like them to appear on your stationery)

Wedding Date (e.g. Saturday 7 <sup>th</sup> May 2011):	
Name of Hosts (and their relationship to the bride):	
Brides Name:	Grooms Name:
Church/Venue Name & Address please keep as short as possible:	Wedding Breakfast Venue Address please keep as short as possible:
Ceremony Time:	Evening Reception Time:
Evening Reception Address (if different)	
RSVP Address if different to customer information:	RSVP Tel No. (if required)
	RSVP Date:
Other Information:	

### Wedding Stationery Details

Design Collection:	Colour Scheme:
Font Style:	Wording Code:
Reply Card Code:	If writing your own do so on separate sheet
<b>Are Guest Names to be printed?</b> Please attach separate sheet with guest names, you can send this later if preferred (there is an extra charge for this service).	
<b>What date do you intend to send your invitations out?:</b> It usually takes up to 6 weeks to complete an order, however please contact us if needed before, to see if we can help.	
Other Information:	

### Details required for printing where applicable

Please attach on a separate sheet (typed) or forward at a later date if not currently available: tick if enclosed, leave blank if to follow.	
Guest Names <input type="checkbox"/> Menu Details <input type="checkbox"/> Order of Service Details <input type="checkbox"/> Place Card Names <input type="checkbox"/> Tables Plan(no later than 5 wks before wedding) <input type="checkbox"/> Guest Information Card Details <input type="checkbox"/>	Or can be emailed to <a href="mailto:invites@weddingstationer.co.uk">invites@weddingstationer.co.uk</a>

## Order Details

Stationery Item	Quantity	Item Price	Total Price
Save the Date			
Day Invitation + Envelope tick here <input type="checkbox"/> if guest name printing required + 25p per invite			
Evening Invitation + Envelope tick <input type="checkbox"/> if guest name printing required + 25p per invite			
RSVP + Envelope			
Guest Information Card *			
Order Of Service			
Menu (3 fold)			
Menu (single fold)			
Place Card tick here <input type="checkbox"/> if guest name printing required + 25p per placecard			
Table Number/Name Card			
Table Plan (up to ten tables, Unframed)			
Extra Tables *			
Favour Box tick here <input type="checkbox"/> if guest name tags required + 40p tag			
Pyramid Box			
Thank You Card			
Guestbook			
*Please contact us for prices		<b>Sub Total</b>	
		Minus Sample Fee	-
We will add Post & Packaging to your final invoice (Up to 1kg £10.00 up to 2kg £12.00)		Minus Amount Enclosed	-
50 % Deposit Required Balance Due 2 weeks before delivery		<b>Outstanding Balance</b>	

Please make cheques/ crossed postal orders payable to **"The Wedding Stationer"** and post to our address below.  
 If you wish to pay by credit/debit card via PayPal or via online banking please send order form and we will email your invoice.

Full Payment is required if items are to be delivered within 6 weeks (Please email to check availability first and to obtain Postal Charges)

Orders are ONLY confirmed once deposit has cleared.

I am providing £\_\_\_\_\_ deposit/full payment for the above order by cheque/postal order  online banking   
 credit/debit card  I have read and agree with your Terms and Conditions.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

# Terms and Conditions



By placing an order you are accepting these Terms and Conditions.

## Payment

Payments to be paid via PayPal or by cheque/crossed postal order (payable to 'The Wedding Stationer') sent to 31 Ainslie Street, Barrow In Furness, Cumbria LA14 5AY. If you wish to pay by credit/debit card via PayPal please send order form and we will email your invoice. Payments can also be made via online banking again we will invoice you including our bank details.

To confirm your order a deposit of 50% is required (which if cancelled within 7 days is refundable\*, any cancellations after this time will not be refunded). Outstanding balance is required before delivery. Goods will not be delivered until final payments have cleared. We will invoice approx two weeks prior to delivery.

In some cases you may require your order to be sent in two batches (first of invitations and second of stationery only to be completed once received further information e.g. guest lists for Placecards). We will invoice you for the remaining balance of the stationery being sent at the time.

Once we have received your order and your deposit has cleared, we will email/post confirmation of your order details, including an estimated delivery time. We will only commence work once your deposit has cleared.

Once your order has been despatched The Wedding Stationer cannot be held responsible for any delay, loss or damage to the item, you should notify us immediately should there be any damage, we send all orders next day special delivery. Prices do not include delivery.

## When to order

It's normal to send out your invitations around 12 weeks before the wedding, therefore it is advisable you order them 6 – 9 months in advance of your big day, this also secures it at the current price. However please contact us if you need your stationery within a shorter time period, we will endeavour to help where possible.

The average turnaround time after proofs have been returned is 6 weeks (can be longer/shorter depending on availability) If you want delivery of your stationery within six weeks of placing your order, then we ask you that you pay in full at the time of ordering. Contact us for postal charges we will work this out depending on the size of your order.

We advise you to order an extra 10% of invitations in case of extra guests, writing errors etc.

To minimise the risk of variations in colours etc. we recommend you order all of your wedding stationery together. Also if ordered at a later date, we might not have available time to complete additional orders.

## Cancellations

You may cancel your order up to 7 days after placing the deposit which will result in a full refund\*. After 7 days, work on your order will already be in progress and the deposit will be non refundable. Any cancellations of bespoke or personalised orders after the 7 day period still require full payment. All other orders can be cancelled up to 5 weeks prior to delivery.

## Proof

We provide a free proof copy with every order, it is your responsibility to check the proof and your order will not be processed until the proof copy is signed and dated by you. Any amendments must be clearly marked and dated, we will not be held responsible for any errors that have gone unnoticed after the proof has been signed. By signing the proof you are also confirming you are happy with the design and therefore we cannot accept returns. Text proofs can be sent by email to speed orders up where necessary. You the client are responsible for obtaining any copyright permission associated with hymns etc. for The Order of Service.

All invitations are hand crafted so there may be slight variations. This will not however affect the design or quality of the stationery.

## Delivery

All orders are sent by Royal Mail Special Delivery, and will be delivered next working day by 1pm. Post and Packaging charges are - £9.00 for up to 500g - £10.00 up to 1kg – £12.00 up to 2kg. Goods will not be delivered until final payments have cleared.

\*excluding orders due for delivery within 6weeks as work will already have commenced

## Fonts

Below are the fonts available for both your invitations and reply cards. Choose one for your invitation inserts and one for your reply cards.

Font 1	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 2	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 3	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 4	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 5	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 6	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 7	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 8	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 9	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 10	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 11	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 12	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 13	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 14	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 15	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 16	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011
Font 17	Mr and Mrs James Roberts request the pleasure of your company on Saturday 7 <sup>th</sup> May 2011

## Wording

Here are some examples of wordings that can be used as they are or to give you a guidance to create your own.

If you decide to create your own please attach on a separate sheet exactly how you wish it to read.

Layout might have to be altered slightly to suit the available space. Please try and keep the venue address as short as possible.

The RSVP address/date will be added below.

Evening invitations will be adapted to suit the format you have chosen for your day invitations.

If you are ordering reply cards or they come with your chosen invitation, please choose your preferred wording or if you wish to create your own do so on a separate sheet.

<p>Mr &amp; Mrs William Dacre Request the pleasure of the company of</p> <p>.....</p> <p>At the marriage of their daughter</p> <p>Lisa Rebecca To David John Millington</p> <p>At St James Church On Saturday 25<sup>th</sup> September 2010 At 1pm</p> <p>Followed by a Reception At the Abbey House hotel, Barrow</p>	<p>David Millington &amp; Lisa Dacre</p> <p>Request the pleasure of your company To celebrate their marriage</p> <p>On Saturday 25<sup>th</sup> September 2010 at St James Parish Church, Barrow In Furness At 1pm</p> <p>Followed by a Reception At The Abbey House Hotel, Abbey Road Barrow In Furness</p>	<p>David Millington &amp; Lisa Dacre</p> <p>Would be delighted if</p> <p>.....</p> <p>Would join them to celebrate Their marriage</p> <p>at Abbey House Hotel Barrow In Furness</p> <p>On Saturday 25<sup>th</sup> September 2010 At 1pm</p> <p>Followed by a Reception</p>
<p><b>Wording 1</b></p> <p>Mr and Mrs Dacre And Mr and Mrs Millington</p> <p>Request the pleasure of your company At the marriage of</p> <p>Lisa Rebecca to David John</p> <p>At 1pm Saturday 25<sup>th</sup> July 2010 At St James Church, Barrow Cumbria</p>	<p><b>Wording 2</b></p> <p>Lisa Rebecca Dacre &amp; David John Millington</p> <p>Would be delighted if</p> <p>.....</p> <p>Would join them to celebrate their marriage</p> <p>At The Abbey House Hotel On Saturday 25<sup>th</sup> September 2010 At 3pm</p>	<p><b>Wording 3</b></p> <p>Joan &amp; William Dacre together with Diane &amp; Tom Millington</p> <p>Have great pleasure in inviting</p> <p>.....</p> <p>To celebrate the marriage of their children</p> <p>Lisa Dacre &amp; David Millington</p> <p>at St James Church, Barrow</p> <p>On Saturday 25<sup>th</sup> September 2010 At One o'clock</p> <p>Followed by a Reception At The Abbey House Hotel</p>
<p><b>Wording 4</b></p> <p>.....</p> <p>are pleased to accept / cannot accept your kind invitation to the wedding of James &amp; Sarah</p> <p>on Saturday 18th July 2009</p> <p>Please indicate any special dietary requirements below</p>	<p><b>Wording 5</b></p> <p>Thank you for your kind invitation to celebrate your wedding</p> <p><input type="checkbox"/> Accept with pleasure</p> <p><input type="checkbox"/> Decline with regret</p> <p>From .....</p> <p>Please indicate any special dietary requirements below</p>	<p><b>Wording 6</b></p>

RSVP 1

RSVP 2