

ORDER FORM

Please complete all sections and return with 50% deposit including P&P

Date ordered:

Name:

Address:

Postcode:

Home tel:

Work tel:

Email:

Delivery address (if different from above):

Postcode:

Date of wedding:

Date stationary required by:

(Please allow 2-4 weeks for delivery. Please note that wedding invitations are usually sent to guests 3 months prior to the day)

WEDDING AND EVENING INVITATIONS

Names of those sending the invitations, as you would like them to appear? (see wording)

Names of Bride and Groom as you would like them to appear?

Bride:

Groom:

What is the date and time of your wedding day? (as you would like it to appear)

Day:

Month:

Year:

Time:

What is the time of your evening reception?

Where is your wedding being held? (as you would like it to appear)

Ceremony:

Wedding reception:

Evening reception:

What reply address is to be printed in the invitations/reply card envelope? (as you would like it to appear)

Postcode:

Please state the RSVP date to be printed inside the invitations:

I have checked all of the information provided and it is complete and correct.

Signed _____ Date _____ 20____

Date order received:

Order No:

(Office use only)

The following page is to be retained until you have all the relevant information with regards to final names for place cards table plans, menus and order of service etc. Please then complete and return no later than four weeks prior to the day. Please supply names, as you would like them to appear.

Date ordered:

Name:

Address:

Postcode:

Home tel:

Work tel.

Email:

Date of wedding:

Date stationary required by:

(Please allow 6-8 weeks for delivery and please note that invitations are usually sent out to guests 3 months before the day)

MENU

Starter:

Intermediate (if any):

Main:

Vegetarian option:

Dessert:

Extra courses (i.e. Coffee & mints etc):

ORDER OF SERVICE

Please agree your final details with your church before sending us your Order of service requirements. Please show in the correct sequence and list all events of the ceremony i.e The marriage, the blessing, signing of the register etc. Please also complete the sections below. Words for hymns should be sent on a separate sheet.

Bridal March:

Composer:

Hymn 1:

Hymn 2:

Hymn 3:

Reading

The recession:

Composer:

I have checked all of the information provided and it is complete and correct.

Signed _____ Date _____ 20____

Date order received:

Order No:

(Office use only)

Order Form

Please complete all the relevant information below and make notes in the additional information box if necessary.
When ordering a wedding package please tick the package required only, it is not necessary to fill in the entire form.

Product	Design/Colour	Wording No.	Quantity	Font	Sub total
Examples:					
Wedding Invitation	Royal	1	20	Italic	£52.00
Photo Album	Chelsea		1		£45.00
Wedding Invitation					
Evening Invitation					
Envelope Colour (White/Cream)					
Reply Cards					
Save the Dates					
Wedding Breakfast Menu					
Order of Service/Ceremony/Day					
Place Cards					
Wine Glass Place Tags					
Table Numbers/Names					
Thank You Card					
Favour Box empty					
Favour Box filled					
Confectionery choice for favours					
Organza Favour Bags empty					
Organza Favour Bags filled					
Table Plan framed					
Wedding Guest book					
Wedding Photo Album					
Brides Keepsake Box					
Bridesmaid Keepsake Box					
Place card holder vases (per set of 4)					
Children's Wedding Hampers					
Platinum Package + P&P Free					
Gold Package + P&P Free					
Silver Package + P&P Free					
Additional information box					
				Subtotal	£
				P&P for UK	£
				Deposit paid	£
				Total	£



Do not write in the shaded boxes as this indicates the Item is Standard or not applicable.