



SEAL
CARDS

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WEDDING ORDER FORM

For Office use only

Form Returned:	Deposit Paid:	Order Ready For:
Proofs Sent:	Invoice Total Sent:	Balance Paid:

Contact / Ordering Details	Delivery / Collection <small>(please tick which option preferred)</small>								
Name: Address:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;"> Delivery <small>(*complete below if details are different from opposite)</small> </td> <td style="width: 5%; border: none; text-align: center;"> <input type="checkbox"/> </td> <td style="width: 40%; border: none;"> Collection </td> <td style="width: 5%; border: none; text-align: center;"> <input type="checkbox"/> </td> </tr> <tr> <td colspan="4" style="border: none;"> *Name: *Address: </td> </tr> </table>	Delivery <small>(*complete below if details are different from opposite)</small>	<input type="checkbox"/>	Collection	<input type="checkbox"/>	*Name: *Address:			
Delivery <small>(*complete below if details are different from opposite)</small>	<input type="checkbox"/>	Collection	<input type="checkbox"/>						
*Name: *Address:									
Home No:	*Home No:								
Work / Mobile No:	*Work / Mobile No:								
E-mail address	*E-mail address								

Wedding Details (Please complete as you would like it printed on the invitation)

Date of Wedding - Day:	Date:
Name of Wedding Hosts:	
Name of Bride:	Name of Groom:
Name and Address of Church or Wedding Venue: Time of Wedding:	Name and Address of Wedding Reception Venue: Time of Evening Reception:
RSVP Address:	Do you require an RSVP date printing on the invitations? Yes / No <small>(Please select)</small>
	Wedding Reception RSVP Date: Evening Reception RSVP Date:

Items Required

Please complete your requirements below

ITEM	DESIGN NUMBER	PRICE CODE	WORDING A - J	FONT NAME	QUANTITY	TOTAL
Day Invitation <i>Guests Names printed on invitation – 45p extra per card</i>					
Eve Invitation <i>Guests Names printed on invitation – 45p extra per card</i>					
Order of Service	<i>Please ensure all wording is supplied min 4 weeks prior to wedding date</i>		N/A			
Menus	<i>Please ensure all wording is supplied min 4 weeks prior to wedding date</i>		N/A			
Thank you Cards	<i>Please choose from the options below</i>					
RSVP Cards	<i>Please choose from the options below</i>		N/A			
Place Cards <small>(Please tick)</small>	Blank		Names typed*		Names Hand written*	
Guest Book						
Favors						
Table Plan <small>(Please tick box required)</small>	Small £65.00 <small>(Up to 7 Tables)</small>		Medium £75.00 <small>(Up to 10 Tables)</small>		Large £90.00 <small>(Up to 15 Tables)</small>	Bespoke £
<i>* Placecard charge for either typed – 55p or hand written – 45p per card</i>					Total	
<i>Thank You cards – additional printing, 30p or 45p per card</i>					Total	
<i>RSVP cards No [] cards at [£] per card</i>					Total	
					Postage	
					Grand Total	

THANK YOU CARDS

Please choose one from the following options. *(Please tick which option preferred)*

	1. Leave Blank	N/A
	2. Standard Wording <i>"We would both like to thank you for our lovely gift and for all your kind wishes on our wedding day".</i>	45p extra per card
	3. Create own Message	55p extra per card

Married Name of bride and Groom:
(To be printed on thank you card with option 2 and 3)

RSVP CARDS

Please choose one from the following options. *(Please tick which options you wish to add, you may select more than one, for example if you wish to have an RSVP with the address printed on the envelope and stamped, it is 95p plus 45p plus 40p – total £1.80 per card)*

	1. Postcard Style, Standard message with blank envelope	95p per card
	2. Postcard style with printed RSVP address on labels/envelopes	45p extra per card
	3. Postcard style with printed RSVP address on labels/envelopes and stamped	40p extra per card
	4. Postcard style with printed guests names on the card	45p per card
	5. Print "Number of vegetarian meals required" on card	FREE

Once you have completed the above tables, please read the terms and conditions and sign below.

I have read and understood the terms and conditions, and confirm that the details above are correct for my stationery order.

Signed: _____ Print Name: _____

Date: _____ Deposit Enclosed : £ _____