



## Order Form – Invitations

**FOR ASSISTANCE WITH COMPLETING THIS ORDER FORM PLEASE CONTACT US EITHER BY EMAIL OR TELEPHONE:**

**TEL/FAX: 01670 860 396 or 07903 963 836 - Email: [enquiries@papillondesigns.net](mailto:enquiries@papillondesigns.net)**

(If you require a design that is not in our range then please discuss this with us, complete as much of the order form as possible and note on a separate sheet your exact requirements).

Please use black ink & BLOCK CAPITALS. Continue on separate sheets of paper if necessary.

**WHERE DID YOU HEAR ABOUT US:** \_\_\_\_\_ **DATE OF ORDER:** \_\_\_\_\_

### CLIENT DETAILS

Name & Address
Postcode
Daytime Telephone:
Evening and/or mobile:
E-mail:

### DELIVERY ADDRESS (if different)

Name & Address
Postcode

### INVITATION DETAILS

We do not charge for proofs and will allow you to make changes before production starts ensuring the wording and layout etc is how you would like it. Any special requirements please do not hesitate to ask, we are here to help. We aim to send proofs to you within 10 working days from receipt of this order (sooner where possible depending upon deposit clearance, suppliers & postal system etc). An agreed production time will be made upon receipt of order form and deposit. If you require your invitations urgently please contact us for our earliest available production slot.

Type of invitation required	
Give details of celebration	
Host's name(s) as printed	
Day/Date/Time (as you want it to be printed)	
The name & address of venue	
RSVP Address and telephone number as printed	
RSVP Reply Date	
Preferred date Invitations required by (to be agreed):	

Invitation Code & Description (if applicable): _____				
Item:	Description of style/colour etc required:	Quantity:	Price Per Item:	Total Amount:
Invitation				
RSVP card				
Thank You Cards				
Guest's names printed in Invitations			0.20p per invitation*	
<b>Total Price:</b>				£
<b>Deduct agreed discount from total amount</b> (if appropriate) but not from postage cost:				£
<b>Add Postage &amp; Packaging Cost:</b> Orders over £300 free. Under £300 - £9.50 (see terms and conditions for postage specification). For lightweight orders we will charge less for postage and deduct this from your final payment accordingly. We will advise you of this at the time of dispatch and final invoice. <b>Note:</b> Postage costs for albums and guest books will be calculated separately.				£
<b>Grand Total:</b>				£
<b>50% non-refundable deposit required with order:</b>				£
We will forward an invoice detailing the balance which is payable shortly before delivery. (We accept cheques and postal orders. Please make cheques and postal orders payable to: Papillon Designs)				
<p>*If you require guests names printed on your inserts please provide the names by email or in word or excel format. If you are unable to provide names in this format and can only give a hand written list, name printing will then be charged at 30p per name.</p> <p>For help with choosing your wording style please see the attached sheet or feel free to choose your own wording.</p> <p>Lettering/font style you would like for your invitation inserts _____ (available to download on the website - on our home page at the bottom section under "downloads", or we can send them by post upon request) we can also offer other lettering/font styles or use one of your preferences.</p> <p>Card colour (please tick): Ivory [ ] White [ ] Cream [ ] if you require other coloured card please discuss this with us.</p> <p><b>If you require a particular colour (i.e. to theme your invitations to a particular colour scheme etc) please attach a colour sample with this form and we will endeavour to match this as close as possible. This will be shown in your proofs.</b></p> <p>For Christening and Baptism Invitations we also supply coordinating Favour Boxes, Cake Boxes &amp; Guest Books etc. Prices for these items are available upon request as we are unable to give an accurate price until total order amounts are given to us. Please note that favour boxes are supplied empty ready to fill with your own keepsakes.</p>				

Please write in **BLOCK CAPITALS** the exact wording you require in your invitations & any additional information:

**Signed:**

**Print Name:**

**Date:**

Please sign to confirm your details are correct – payment of the deposit is understood to be acceptance of the terms and conditions of Papillon Designs – these can be found on our website or we can email a copy to you. Alternatively if you do not have access to email or the website we can post a hardcopy to you if required.

**PLEASE SEND YOUR COMPLETED ORDER FORM, DEPOSIT PAYMENT AND ANY ADDITIONAL SHEETS TO:**  
PAPILLON DESIGNS, 47 LINDEN WAY, ELLINGTON, MORPETH, NORTHUMBERLAND NE61 5EY

If you have any questions please either email or phone us on: [enquiries@papillondesigns.net](mailto:enquiries@papillondesigns.net) Tel: 01670 860 396

(Version – 6<sup>th</sup> Aug 2008)