



Order Form – Wedding Stationery

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

TEL: 01670 860 396 or 07903 963 836 - Email: 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

WEDDING 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 wedding stationery urgently please contact us for our earliest available production slot.

Hosts names as printed (and their relationship to the bride)	
Bride's Name (& title as you want it to be printed)	
Groom's Name (& title as you want it to be printed)	
The Name & address of the venue for the ceremony	
Wedding Day/Date/Time (as you want it to be printed)	
The name & address of the Wedding Reception venue	
The name & address of Evening Reception venue (if different from the Wedding Reception venue)	
Time of Evening Reception	
RSVP Address and telephone number as printed	
RSVP Reply Date	
Preferred date Wedding Stationery required by (to be agreed):	

Additional Information / Requirements / Notes:

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 Tel: 01670 860 396

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