



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. 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):	

Wedding Stationery Code & Description: _____				
Item:	Description of style/colour etc required:	Quantity:	Price Per Item:	Total Amount:
Save the Date				
Day Invitation				
Evening Invitation				
RSVP				
Place Card				
Menu				
Order Of Service				
Order of the Day				
Thank You Cards				
Guest's names printed in Day / Evening Invitations			0.20p per invitation*	
Guest's name printed on place card			0.20p per place card*	
Favour Box				
Table Plan				
Table Numbers				
Guest Book				
			Total Price:	£
			Add Postage & Packaging Cost:	
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.				£
Note: Postage costs for table plans and guest books will be calculated separately and are not included in the free postage for orders over £300 – please contact us for details.				
			Grand Total:	£
			50% non-refundable deposit required with order:	£
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 and/or place name cards 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 instead of 20p.</p> <p>Wording you would like for your wedding stationery inserts _____(available to download on the website - on our home page at the bottom section under “downloads”, or we can send them by post or email upon request) or supply your own wording either on a separate sheet (in block capitals) or by email.</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 or email upon request) we can also offer other lettering/font styles or use one of your preferences.</p> <p>Card colour (please tick): Ivory [<input type="checkbox"/>] White [<input type="checkbox"/>] if you require other coloured card please discuss this with us.</p> <p>Please supply wording for any ‘Menu’, ‘Order of the Day’ and ‘Order of Service’ orders on a separate sheet (in block capitals) or by email (preferred). If you do not have these at time of order please tick here [<input type="checkbox"/>] and ensure you supply these ASAP. If you would like to order these at a later date this is also possible. Please tick here if you intend to order at a later date [<input type="checkbox"/>].</p> <p>If you require a particular colour (i.e. to theme your stationery with your wedding day colour scheme) please attach a colour sample with this form and we will endeavour to match this as closely as possible. This will be shown in your proofs.</p> <p>Please note that favour boxes are supplied empty ready to fill with your own keepsakes.</p>				

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

(Version – 16th Feb 2008)