

SABINE'S WEDDING STATIONERY ORDER FORM

Wedding and Evening Invitations Information

Your Stationery will be created with the details given below. Please make sure all spellings, names and dates are correct.

Names of those inviting the guests to the wedding as to appear on the invitation.

| | | | |
|------------------------------|--------|----------|-------|
| | | | |
| Invitation Wording (Insert): | Formal | Informal | Code: |

Names of those inviting the guests to the evening reception. (If different from above) as to appear on the Invitation.

| | | | |
|------------------------------|--------|----------|-------|
| | | | |
| Invitation Wording (Insert): | Formal | Informal | Code: |

Full name of bride as to appear on the Invitation.

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Full name of groom as to appear on the Invitation.

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Wedding Venue

| | | |
|-----------------------|-------|-------|
| Name of Church/Venue: | | |
| Address: | | |
| Day: | Date: | Time: |

Wedding Reception Venue

| | | |
|----------|-------|-------|
| Address: | | |
| Day: | Date: | Time: |

Evening Reception Venue (If different from above). For Civil Ceremonies please indicate the suite/room undertaking the reception. I.E Lakeside suite.

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|----------|
| Address: |
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| | | |
|------|-------|-------|
| Day: | Date: | Time: |
|------|-------|-------|

R.S.V.P Details as to appear on the invitation.

| | | |
|------------------------------|--|------------|
| Address: | | |
| Telephone Number: (Optional) | | Post Code: |

Order of Service

You should agree the Order of Service with the Church/venue before placing your order. Please use a separate sheet to indicate the order in which the events take place with full wordings and verses for hymns agreed with your church.

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| Entrance Music (Name of piece and composer): |
| Hymns (Title): |
| Events (Marriage Ceremony, Signing of the Register, readings etc): |
| Recessional (Name of piece and composer): |

Place Cards

If you would like your place cards personalised with the names of the Bride and Groom please indicate below.

Yes No

If you would like your menu printed on the place card, in the font and colour of your choosing for an additional cost of 10 pence per card, please indicate below.

Yes No

Menus

Menus are available across the whole range to match your place cards. Please indicate below your dish selection.

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|----------------|
| Starter/s: |
| Main Course/s: |

| |
|-------------------|
| |
| Dessert/s: |
| Coffee/mints etc: |

Thank You Cards Information

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|---|
| Bridal Couple Name in Full: |
| Message: Formal <input type="checkbox"/> Informal <input type="checkbox"/> Own (please write Below) <input type="checkbox"/> |
| Bridal Couple Address: |

Customer and Delivery Details

| | | |
|--------------------|------|------------|
| Name: | | |
| Address: | | |
| | | Post Code: |
| Telephone Numbers: | Day: | Evening: |

Insert Typeface and Colour

Please indicate below the style and colour of the typeface you require on your inserts please indicate the code - if using a combination please indicate main code followed by the code in which you would like the bride and grooms name printed.

Typeface

| |
|-------|
| CODE: |
|-------|

Colour

| |
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Additional Information

Please state below any subsequent information or special instructions that you may think relevant.



Order Details

| Item | Design Name | Cover Wording Style | Cover Wording Colour | Price Code | Qty | Total Price |
|--------------------|---------------|---------------------|----------------------|------------|-----|-------------|
| Example: | Roses Are Red | Lucinda Hand | Red | J | 50 | £92 |
| Wedding Invitation | | | | | | |
| Evening Invitation | | | | | | |
| Order of Service | | | | | | |
| Thank You Card | | | | | | |
| Place Card | | | | | | |
| Menu | | | | | | |

*Day invitations and Evening invitations are calculated and charged as separate items.

Delivery

For that personal touch we aim to hand deliver your Stationery so we can check that you are fully satisfied with the order. This service will be available to local customers. A delivery charge of £5.75 will be added for each delivery made. Any postal deliveries will be charged at cost.

Confirmation

I confirm that I have checked all the names, spelling and quantities and that I am content for the order to commence

Signature:.....

Deposit and Proofs

A 25% deposit will be required when ordering. This unfortunately is non refundable as your order is personally made to your requirements. Proofs of names, spellings, hymns etc will be sent to you by post free of charge. Please check that you are completely satisfied with all wordings and return to me signed with the remainder of the order amount.

Sabine's Contact Details

If you have any questions regarding your Stationery then please do not hesitate to contact me using the numbers below. I will be only too happy to assist you in obtaining your dream Stationery.

Telephone: 01935 434041

Mobile: 07869 142420

Email: enquiries@sabinesweddingstationery.co.uk

Conditions of Sale

All prices include inserts, printing and envelopes.
As your Stationery is specific to you, refunds will only be given if the order is found to be faulty or is incorrect after the proofs have been viewed and signed.
Materials may vary due to supplier availability.
Orders will take approx 14 days to complete on arrival and approval of final proof.
All designs remain the property and copyright of Sabine's
Cheques/postal orders should be made payable to Sabine's and sent to:

Sabine Kennard
17 Camborne Grove
Yeovil
Somerset
BA21 5DG

I agree to the above conditions of sale.

Signed:

Date: