

Order form – please complete sections 1-3 only

Section 1 – contact details			
Booking name		Today's date	
Address			
Daytime tel no		Evening tel no	
Mobile no		E-mail	
Section 2 – the wedding			
Name of bride		Name of groom	
Venue of ceremony		Reception venue	
Time of ceremony		Time of evening reception	
No of day guests		No of evening guests	
Wedding date			
Section 3 – the order			
No of day invites		No of evening invites	
No of orders of service		No of menus	
No of place cards		No of reply cards	
No of thank you cards		No of hold that date cards	
No of table plans		Order number	
Choice of card		Font choice	
Stationery range			
Further details			
Costing			
Day invites		Evening invites	
Orders of service		Menus	
Place cards		Reply cards	
Thank you cards		Hold that date cards	
Table plan		Thank you service	
RSVP service		Total cost	
Postage		Discount applicable – 10%	
Booking fee - £30 (no refund)		Final balance payable	
Proof to be ready		Agreed delivery date	
Further comments/additions			

I have read and understood the terms and conditions

I agree with the above order

Signed: _____

Signed: _____

Date: