



PARTY NIGHTS CREATIONS

WEDDING STATIONERY ORDER FORM

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PLEASE COMPLETE FORM USING **BLOCK CAPITALS**

| CUSTOMER DETAILS | DELIVERY DETAILS (if different) |
|------------------------------|---------------------------------|
| Mr/Mrs/Miss | Mr/Mrs/Miss |
| Address | Address |
| | |
| | |
| Postcode | Postcode |
| Day phone number | Day phone number |
| Evening phone | Evening phone |
| e-mail | e-mail |
| Wedding date | Latest delivery date |
| Where did you hear about us? | |

Please complete all parts where applicable. Please write "not applicable" as appropriate.

PLEASE COMPLETE EACH SECTION **EXACTLY AS YOU REQUIRE IT PRINTED**

| | |
|--|--|
| BRIDE'S NAME | |
| GROOM'S NAME | |
| HOST (e.g. Bride's parents, bride & groom etc) | |
| RSVP Address | |
| | |
| | |
| RSVP Date | |

WEDDING DETAILS

| | | | |
|--------------------------------------|------|------|------|
| VENUE (e.g. Church, Registry Office) | | | |
| ADDRESS | | | |
| | | | |
| | | | |
| DAY | DATE | YEAR | TIME |
| | | | |

RECEPTION VENUE (if different from WEDDING CEREMONY)

| | | | |
|---------|------|------|------|
| PLACE | | | |
| ADDRESS | | | |
| | | | |
| | | | |
| DAY | DATE | YEAR | TIME |
| | | | |

EVENING RECEPTION (if different from DAY RECEPTION)

| | | | |
|---------|------|------|------|
| VENUE | | | |
| ADDRESS | | | |
| | | | |
| DAY | DATE | YEAR | TIME |
| | | | |

ORDER OF SERVICE DETAILS (please delete sections not applicable and supply typed copies of any wording of hymns, vows, poems etc-may be supplied at a later date)

| | |
|-------------------------|--|
| ENTRANCE MUSIC | |
| HYMN | |
| THE MARRIAGE | |
| HYMN | |
| PRAYERS | |
| HYMN | |
| SIGNING OF THE REGISTER | |
| RECESSIONAL MUSIC | |

MENU CARDS – Please supply details as agreed with your caterer (may be supplied at a later date)

YOUR STATIONERY SELECTION

| ITEM | DESIGN CODE | CARD COLOUR | DETAIL COLOUR | SIZE | FONT | HOW MANY | UNIT PRICE | TOTAL PRICE |
|--------------------------------|-------------|-------------|---------------|---------------------------------|------|----------|------------|-------------|
| Wedding Invitation | | | | | | | | |
| Evening Invitation | | | | | | | | |
| RSVP Card | | | | | | | | |
| Order of Service | | | | | | | | |
| Menu Cards | | | | | | | | |
| Place Cards | | | | | | | | |
| Save The Date | | | | | | | | |
| Thank You Cards | | | | | | | | |
| Delivery Prices-UK only | | | | SUB TOTAL | | | | |
| £00.00 - £10.00 = £1.50 | | | | UK P&P | | | | |
| £10.01 - £25.00 = £3.00 | | | | TOTAL FOR ORDER | | | | |
| £25.01 - £50.00 = £5.00 | | | | Non refundable 50% DEPOSIT PAID | | | | |
| £50.01-£150.00 = £10.00 | | | | BALANCE TO PAY | | | | |
| £150.01+ = £15.00 | | | | | | | | |

TERMS AND CONDITIONS

Please make cheques payable to **PARTY NIGHTS CREATIONS** or by credit/debit card using Paypal (please request an invoice). Orders can also be placed through the web site.

As each order is individually made, we normally require 6-8 weeks notice. This also depends on the size of your order and our current workload, but you will be notified on delivery times when you place your order. You should ideally be ordering your wedding/civil partnership stationery approximately 3 months before your wedding date as it is traditional to send them out 6 weeks before the date. However, if time is short we may be able to reduce delivery times. We are, however, often able to fit in short notice orders which will require full payment with the order. Stationery orders of less than £100 and any accessories require payment in full.

Each piece of stationery is handmade to order therefore there may be slight variations of each item. Colours may differ slightly from the photos on the web site.

We often use beads or other small parts in the construction of our items. This makes them unsuitable for small children. All of our stationery carries this warning.

In the event of a cancellation, we will retain the deposit paid. If cancellation is made after the final proofs have been received, the full balance is required.

Should you have any complaint about your stationery, please contact us within 7 days. Refunds and exchanges can only be made if the item is deemed faulty or does not match your original order.

A non-refundable deposit of 50% will be required to secure your order of over £100 and any cheques must clear before work commences. We will then send you free proofs of your order (stationery only) for your acceptance. These must be signed along with the enclosed form and returned before work on your order commences. It is your responsibility to check spellings of names and locations, times, dates etc. It is also your responsibility to obtain any copyright permission regarding any of your hymns, poems and readings etc which require printing.

We own the copyright for all our designs therefore under no circumstances must any of our designs be copied without our prior consent.

We will contact you 2 weeks before the agreed delivery date and the balance plus postage and packing will become payable. Postage and Packing charges are standard and are added to the total of your order. Once your payment has cleared we will arrange delivery or collection of your order.

I agree to the above terms and conditions.

Signed _____

Date _____

| | |
|------------------------|--|
| Office use only | |
| Order no: | |
| Date received: | |
| Date proofs sent: | |
| Proofs rec'd: | |
| Order completed: | |