



Wedding Stationery Order Form

Contact Details		If you prefer you can place your order via email
Name:		
Address:		
Tel (Day):	Tel (Eve):	
Email:		
Delivery Address (if different):		
Personal Details (Please enter information as you would like it printed)		
Bride name:		
Groom name:		
Host names:		
Host Relationship (Parents/Bride and Groom etc.):		

Wedding Details (Please enter information as you would like it printed)	
Date:	Time:
Name and Address of Wedding Venue: (Tip: Try to keep this as short as possible, it will look better on the page.)	
Name and Address of Reception Venue:	
Time of Reception (if you would like this information included):	

Evening Reception Details (If different):	
Date:	Time:
Name and Address of Eve. Reception Venue:	
Please note any wording / name differences for Evening Reception Invitations here:	



Wedding Stationery Order Form (page 2)

Order Details				
Name of Design (e.g. Frosted Hearts):				
Item	Qty	Comments / Customisation Details (please send any colour swatches with your order)	Unit Cost	Total Cost
Name Printing / Writing (E.g. On Invitations or on Place Card / Tag)			0.20	
5% discount for orders over £500			-	
10% discount for orders over £1000			-	
Postage and Packing (Not including Table Plans) - Request quote for overseas -		Order Value up to £150..... £ 7.50 Order Value up to £500..... £10.00 Order Value over £500..... £15.00		
Table Plan Postage & Packing		A1.....£15.00 A2.....£10.00		
Sub Total				£
Less Sample		Deduct unit cost of appropriate sample if item ordered		
Total Cost of Order				£



Wedding Stationery Order Form (page 4)

Terms and Conditions

Proof- reading

The Client is responsible for carefully checking each item for errors or inaccuracies. Any alterations after signed proofs have been received may incur additional charges.

Prices

Prices are subject to change from time to time. However, once your order is placed the price will be fixed.

Payment

All payment must be made in full (and cleared) before any items can be despatched. A 50% deposit is payable at the time of ordering which is non-refundable. The balance is due before goods are despatched. Orders under £100 will require full payment at the time of ordering.

Delivery

Orders will require a signature on delivery. We take care to ensure that all items are securely packaged for transit and accept no responsibility for loss or damage to items after they have been despatched. Any damage must be notified within one week of receipt. We cannot accept responsibility for late delivery due to factors beyond our control (e.g. Strike action). Extra postage and packing charges for overseas orders will be confirmed at the time of ordering.

Cancellations, Refunds and Exchanges

As our products are manufactured by hand on a 'made to order basis', the 50% deposit will be retained in the event of cancellation. If an order is cancelled after the final proofs have been agreed, Paper Orchid Designs reserve the right to retain the full value of the order (depending on the stage of work reached). We regret that refunds and exchanges can only be made where the goods are faulty or fail to meet the client's requirements as agreed at the final proof stage.

Materials and Manufacture

All our stationery is handmade to order, therefore there may be slight variations between items. Due to the nature of photographic representation on the internet, colours may not be exactly as they appear in photographs on our website.

Ordering of Additional Items at a Later Stage

While we will do our utmost to accommodate orders for any additional items required, continuity of stock and available production time cannot be guaranteed for items ordered at a later stage.

Safety

All items and packaging should be kept out of the reach of babies and young children as our items and packaging materials may contain small parts and/or materials that could pose a potential hazard.

Copyright

All our designs are covered by Copyright© Paper Orchid Designs 2005 - 2011. It is a copyright infringement to copy in full or in part any of our designs. It is the client's responsibility to gain copyright consent for the reproduction of any hymns and verses used.

Ready to Order?

Please sign below to complete your order and confirm that you have read our terms and conditions.. Then simply send your completed order form along with your 50% non-refundable deposit to:

Paper Orchid Designs
PO Box 6755
STURMINSTER NEWTON
Dorset DT10 9AW

Payment accepted by cheque (payable to 'Paper Orchid Designs') or bank transfer to
Sort Code 83 04 25
Account 10144713 - Paper Orchid Designs
RBS Business Banking Direct P O Box 4153
Hornchurch, Essex RM12 4PS

I have read and accept the terms and conditions and confirm my order with Paper Orchid Designs

Signed..... Date

Thank You for Your Order