

CHRISTENING/BAPTISM/NAMING DAY STATIONERY ORDER FORM

Please enter your details clearly in black or blue ink and return with 50% deposit

Name:
Home Address:
Post Code:
Daytime Tel No:
Evening Tel No:
Mobile No:
Email:
Delivery Address <i>(if different from above) Please note a signature is required on delivery</i>
Post Code:
Date of Christening/Baptism/Naming Day:

Please allow up to 4 weeks for delivery for immediate orders (paid for in Full at time of ordering)
None Urgent orders (paid for by 50% deposit) will be given a production date once all proofs are returned.
Remember to allow yourself sufficient time when ordering your stationery
to send your invitations and receive your replies

CHRISTENING/BAPTISM//NAMING DAY CEREMONY DETAILS

Enter all details below exactly as you would like them to appear on your invitations,
leave any sections blank that do not apply

If you wish to use your own choice of wording for your invitations
please enclose a typed or clearly written sample of your wording

The insert will be printed in lettering style "Monotype Corsiva" in your choice of ink colour

Names of Host(s) sending out the Invitations:
Name of Child:
Ceremony Venue:
Address:
Day:
Date:
Time:
Party Venue:
Address:
Time <i>(if applicable)</i> :
R.S.V.P Name(s) to be printed inside the invitations:
R.S.V.P Address:
Post Code:
R.S.V.P by date to be printed inside the invitations:

I have checked all of the information which I have provided above and confirm that all details are entered exactly as I would like them to appear on my invitations, and all spellings are correct.

Signed: _____ **Date:** _____

<i>(Office Use Only)</i>	Date Recd:	Order Ref:
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STATIONERY & ORDER QUANTITIES

Collection Name			
Girl / Boy			
Card Colour (if applicable)			
Wording Style No			
Ceremony Name (Please tick Name of Ceremony to be printed on cover of Invitation)	Christening	Baptism	Naming Day

Product	Ink Colour	Price per Unit	Quantity	Sub Total
Invitation		£		£
Invitation (Guests Names in insert)		£		£
R.S.V.P card (with Blank Envelopes)		£		£
R.S.V.P card (with Printed Envelopes)		£		£
Place card (Blank)	N/A	£		£
Place card (printed with names of guests)		£		£
Thank You card (Blank for your own message)	N/A	£		£
Favour Box (Unfilled)	N/A	£		£
Favour Box (Filled)	Sugared Almonds	N/A		£
Favour Box (Filled)	Dolly Mixtures	N/A		£
Tuxedo Favour Box (Unfilled)	N/A	£		£
Tuxedo Favour Box (Filled)	Sugared Almonds	N/A		£
Tuxedo Favour Box (Filled)	Dolly Mixtures	N/A		£

P&P	£
SUB TOTAL	£
DEPOSIT PAID	-£
TOTAL	£

Additional Requirements

<p><u>Additional Information for Invitations</u></p> <p>If you choose to have the names of your guests added inside each Invitation please provide all names clearly on a separate sheet of paper exactly as you want them to appear</p> <p><u>Additional Information for Place Cards</u></p> <p>If you choose to have your Place Cards printed with the names of your guests, please provide all names clearly on a separate sheet of paper exactly as you want them to appear.</p> <p style="text-align: center;">All orders are dispatched by 1st Class Special Delivery Standard delivery charge is £5.95 For orders of £200.00 or more delivery is Free</p>

<i>(Office Use Only)</i>	Date Recd:	Order Ref:
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