

WEDDING 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 Wedding:	

Please allow up to 6 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.
Wedding Invitations are usually sent to guests 3 months prior to the Wedding Day, please bear this in mind when ordering your stationery to allow yourself sufficient time to send your invitations and receive your replies

WEDDING CEREMONY & RECEPTION 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 leave the rest of this page blank,
and enclose a typed or clearly written sample of your wording

Names of Host(s) sending out the Wedding Invitations:
Name of Bride:
Name of Groom:
Wedding Ceremony Venue:
Address:
Day:
Date:
Time:
Wedding Reception Venue:
Address:
Time <i>(if applicable):</i>
Name(s) of Hosts sending out the Evening Invitations <i>(if different from above):</i>
Evening Reception Venue:
Address:
Time:
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:** _____

(Office Use Only)

Date Recd:

Order Ref:

If you have not yet finalized all the relevant information with regards to details for Order of Service, Menus, Place cards, Table Plans etc, then please retain and complete this part of the form once you have all of the final details, and return to Lyndy's Dream Weddings no later than 4 weeks prior to your Wedding day.

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

ORDER OF SERVICE

Please agree your final details with your church before sending us your Order of service requirements. Show in the correct sequence all of the ceremony events i.e The Marriage, The Blessing, Signing of the register etc, on a separate sheet of paper if necessary. Please provide all wording for Hymns, Psalms etc, on a separate sheet of paper. If copyright hymns are used you must gain permission from the copyright holders.

The inside pages will be printed in lettering style "Times New Roman" in your choice of ink colour

BRIDAL MARCH: <i>(e.g. "Lohengrin")</i>	COMPOSER: <i>(e.g. Wagner)</i>
HYMN 1:	
THE MARRIAGE:	
CONDUCTED BY: <i>(enter name of Reverend)</i>	
READING: <i>(enter details)</i>	
HYMN 2:	
PSALMS/PRAYERS:	
WEDDING MARCH: <i>(e.g. Mendelssohn)</i>	COMPOSER:

MENU

Starter:
Main Course:
Dessert:
Final Course(s): <i>(i.e. Coffee & mints, etc)</i>

If you have a vegetarian option please enter details in the section above for the Main course

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			
Design Colour (if applicable)			
Card Colour (if applicable)	White	Ivory	<i>Please tick card colour required</i>
Wording Style No			
Typeface No			
Names of Bridal Couple & Wedding Date on Cover of Invitation (Only available in Harmony Range) Please tick choice required	No Names on Cover	Names at Top	Names in Middle

Product	Ink Colour	Price per Unit	Quantity	Sub Total
Save the Date card		£		£
Wedding Invitation		£		£
Evening Invitation		£		£
Wedding Invitation (Guests Names in insert)		£		£
Evening Invitation (Guests Names in insert)		£		£
R.S.V.P card (with Blank Envelopes)		£		£
R.S.V.P card (with Printed Envelopes)		£		£
Order of Service		£		£
Menu		£		£
Place Card (Blank)	N/A	£		£
Place Card (printed with names of guests)		£		£
Table Plan inc Table Numbers (framed without glass)		£		£
Thank You card (Blank for your own message)	N/A	£		£
Favour Box	Filled	Unfilled	N/A	£
Tuxedo Favour Box	Filled	Unfilled	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 & Table Plans</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. This information will also be used for any Table Plans ordered</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>
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<i>(Office Use Only)</i>	Date Recd:	Order Ref:
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