

ORDER FORM

Please complete using **BLOCK CAPITALS**.

Please ensure the details you provide are exactly as you wish them to be printed on your wedding stationery items. Attach a separate sheet if required (preferably typed)

Please read our terms and conditions before placing an order, thank you!

CUSTOMER DETAILS

First Name	
Surname	
Delivery Address	
Telephone Number	
Mobile/Work Number	
Email Address	

WEDDING DETAILS

Host/s	
Bride	
Groom	

CEREMONY VENUE DETAILS

Venue of Service	
Address of Venue	
Day (inc year)	
Date	
Time	

RECEPTION DETAILS

Reception Venue	
Address of Reception Venue	
Day	
Date	
Time	
RSVP Address	
Reply Date	
Time of Evening Reception	

ORDER OF SERVICE DETAILS

Entrance of the Bride	
Hymn 1	
The Marriage	
Prayers (optional)	
Readings (optional)	
Hymn 2	
Reading/Blessing (optional)	
Signing of the Register	
Exit of Bride and Groom	

Please supply the order of events details on a separate sheet; we need to receive this information no later than 4 weeks before your wedding day.

Name of Chosen Design -

If you would like to customise one of our designs to your own specification then please inform us in this section.

WEDDING ITEMS

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Save the Date Cards			
Wedding Invitations			
Evening Invitations			
Order of Service Cards			
RSVP Cards (inc envelope)			
Table Plan			
Place Cards			
Menu Cards			
Table Numbers			
Guestbook			
Thank You Cards			
Keepsake Box			
Wedding Favours (Boxes)			
<p>Please make cheques payable to Paper Panache.</p> <p>Postage and packaging costs will be added to your final invoice (please refer to our List of Items re postal costs and our delivery method)</p> <p>Sample costs will be deducted from your final Invoice (if applicable to your order).</p>	SUBTOTAL -		
	POSTAGE AND PACKAGING - (added to final invoice)		
	MINUS SAMPLE COST -		
	DEPOSIT ENCLOSED -		
	METHOD OF PAYMENT - Cheque/PayPal/Other		
	TOTAL AMOUNT -		
	Office use -		

PLEASE CIRCLE THE FOLLOWING –

Would you like your guests names printed on your wedding invitations? **Yes / No**
(Extra 20 pence per card)

Would you like your guests names printed on your place cards? **Yes / No**
(Extra 20 pence per card)

Did you order samples? **Yes / No**
Sample prices will be deducted from your final invoice if this exceeds £100.

I confirm the above details are correct and I have read and understood the terms and conditions please proceed with my order.

Signed

Date