Order No:
office use only

BESPOKE WEDDING STATIONERY

STATIONERY ORDER FORM

Please complete this form and send it back to us via email or post to the address below.
If you have any queries please do not hesitate to contact us.

Date:

Customer Details *Billing address*

Name:	
Address:	
Postcode:	
Email:	
Tel:	

Delivery Address *If different from billing address*

Name:	
Address:	
Postcode:	
Email:	
Tel:	
Delivery Instructions:	

Wedding details

Your Name:	
Partners Name:	
Date of your wedding/ civil partnership ceremony:	
Wedding Venue:	
Time of wedding:	
Name(s) of person(s) the invites are coming from *ie: parents, your names*	

01772 632612 · 07703 844365
TFORTWOINVITATIONS@GMAIL.COM · WWW.TFORTWOINVITATIONS.COM
7 GREEN LANE WEST · FRECKLETON · PRESTON · LANCASHIRE · PR4 1SL

Personalised wording/specific details to include:

Evening reception info:

Reception Venue:	
RSVP address:	
RSVP return date:	
Time of evening reception:	
Name(s) of person(s) the invites are coming from *ie: parents, your names*	

Personalised wording/specific details to include:

Design:

Colour required:			
Card type:	Pearlescent ☐	Matt ☐	
Embellishments:	Diamanté ribbon slider ☐	Diamanté & Pearl ☐	Ribbon ☐ *Please state colour* .....
Guest name printed on invite: *(Optional extra)*	Yes ☐	Matt ☐	

Special requirements:

Wedding Stationery:

Stationery	Quantity	Table Plan	Quantity
Wedding Invitations		Menu	
Evening Invitations		Save the date	
RSVP cards A6 Flat		Thank you card A6	
Order of Service booklets		Favour tags	
Name cards		Postbox	
Table names/numbers		Birdcage postbox	

Your Order

Once you have placed your order, we will send a confirmation email.

You will receive an email proof of your Invitations/Save the Date/RSVPs/Table Plan etc. Personalised with your wedding details.

This will be done within 14 days unless otherwise stated.

Please check through your proofs carefully and make any changes as necessary.

Booking Deposit

A booking deposit of 25% of the total price will be taken at the time of booking to confirm and secure your date.

The remaining 75% of the balance will need to be paid before your order will go to print.

Approval

Once you are happy with your stationery please complete the 'Artwork Approval' form. *(this will be emailed with your proof)*. Once approval has been received your stationery will be printed.

Delivery

Your order will be sent out via courier 3-5 business days. Alternatively you may pick up your items in person.

Thank you
Tracy
T for Two Invitations x