Wedding Stationery Order Form

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Please complete in BLOCK CAPITALS
It is advisable to contact me first to check availability before returning this form

Contact Details		Wedding Details (As you would like printed)
Name:		Brides Name: Grooms Name:
Address:		Are you hosting your own wedding? If not please provide names and relationship status (Ie Mother & Father of the Bride)
Tel (Day): (Eve) :		Wedding Date:
Email:		Time of Wedding: Time of Evening Reception:
Delivery Address (if different from above):		Wedding Venue: Reception Venue:

Order Details			
Design Name:			
Colour Scheme:			
Item	**Quantity** ***(Rough Quantities)***	**Comments** ***(Please include the card type you would like (i.e. White, Ivory etc.), style/size & any embellishments that are required. Ie Buckles, Lace)***	**Date Required By** ***(DD/MM/YYYY)***
Save The Date Cards or Magnets			
Day Invitations		Would you like guest names printed onto the invitation & envelopes: Y / N	
Evening Invitations		Would you like guest names printed onto the invitation & envelopes: Y / N	
RSVP		Would you require pre-printed return envelopes: Y / N	
Order Of Service			

Menus			
Place Cards			
Table Plan			
Table Names/ Numbers			

Any further stationery you would like to order (I.e CD wallets, Cupcake Flags, Wine Labels, Triangle Stands etc.)

Any further details for your order:

Terms & Conditions

Payment

Payment must be made via Paypal, Bank Transfer or by Cheque/Postal order (Payable to Mrs Lisa Brown T/A Yellow Blossom Designs sent to 32 Paynes Meadow, Linton, Cambridge, CB21 4JP). Payment's via Paypal or Bank Transfer please contact us for details and we will invoice them over.

To confirm your order & prices quoted upon receipt of your order form a £10.00 non-refundable deposit is required (which if cancelled within 7 days a refund is available, any cancellations after this time will not be refunded). Outstanding balance is required before printing commences and before delivery. Goods will not be delivered until final payments have cleared.

Once we have received your order we will email confirmation of your order details, date for your booking & total pricing. Only once your deposit has cleared will your booking be confirmed. We will only hold dates for 10 days and once this time has elapsed the dates will become available to other customers. We must receive all your stationery details by the date we arrange your booking. If a change in the date of booking is required for your order due to details not being finalised we cannot guarantee to move your booking to another date. Orders are taken on first come first served basis and any changes required to the date are subject to further charges.

In some cases you may require your order to be sent in two batches (first of invitations and second of stationery only to be completed once received further information I.e. Table Plans & Place Cards). We will invoice you for the remaining balance including any postage charges nearer the time. Once your stationery has been dispatched Yellow Blossom Designs cannot be held responsible for any delay, loss or damage to items, you should notify us immediately should there be any damage.

When To Order

It’s normal to send out your invitations around 12 weeks before the wedding, therefore it is advisable you order them 6 – 9 months in advance of your big day, this also secures all stationery at the current price quoted in the confirmation email. However please contact us if you need your stationery within a shorter time period, we will endeavour to help where possible, express order charges will apply.

The average turnaround time after proofs have been confirmed is 4 weeks (can be longer/shorter depending on availability & complexity of your order) Postal charges will be worked out depending on the size of your order and will be detailed in your confirmation of booking.

We advise you to order extra invitations in case of extra guests, writing errors etc. we will be unable to supply further invitations at short notice.
To minimise the risk of variations in colours etc. we recommend you order all of your wedding stationery together and a sample to check colouring before full printing commences.

Cancellations

You may cancel your order up to 7 days after placing the deposit which will result in a full refund. In the unfortunate event that you should have to cancel or postpone your wedding, all completed work must be paid for.

Proof

All proofs will be sent via email as a JPG file and you should then email the amendments/changes as necessary. Further proofs will then be sent with the amendments/changes for you to check. This process will continue until you are completely happy. It is your responsibility to check the proof and your order will not be processed until you confirm the electronic proof via email. Any amendments must be clearly stated, we will not be held responsible for any errors that have gone unnoticed after the proof has been confirmed.
You the customer are responsible for obtaining any copyright permission associated with hymns etc. for The Order of Service.

Slight colour/shade variations may occur on the final print. Please be aware that all pc screens are set up differently and this will result in some colour deviations from your pc to ours, some orders are printed in RGB and some are printed in a CMYK mode. All computer screens vary in colour so the colour on final prints can vary - in this case we would advise you to purchase a sample. All invitations are hand crafted so there may be slight variations. This will not however affect the design or quality of the stationery.

The Yellow Blossom Designs logo will appear discreetly on the reverse of all save the date cards, invitations and thank you cards, if this is a problem please let us know before making

full payment for your order.

All orders are printed to meet your requirements and are non-refundable and non-returnable.

Photos

Photos will need to be emailed in a JPEG format. For low resolution photos we cannot accept responsibility for a low quality photo print.

You the customer are responsible for obtaining any copyright permission associated with photographs.

Delivery

Orders will be sent via a Courier or Royal Mail. You the customer are responsible for providing accurate postal information and we cannot accept responsibility for the lost of orders if you fail to provide the correct address on the order form. Any orders returned to us due to refusal of signature/collection will require a further delivery charge before orders are resent. Yellow Blossom Designs cannot be held responsible for any delay, loss or damage to goods after they have been dispatched.

For deliveries to Northern Ireland, Isle of Man, Channel Islands, Isle of Wight, Isle of Scilly, Republic of Ireland or Overseas postage prices will be much higher. Please contact us for a quote.

Private Policy

All of our wedding designs are exclusive to Yellow Blossom Designs and are covered by the copyright protection law. They may not be reproduced, copied or used in any other way.

We do not sell or exchange any information about our customers to any third party. We use the information gathered to process orders and to provide a more personalised shopping experience only.

Please make cheques/ postal orders payable to “Mrs Lisa Brown T/A Yellow Blossom Designs” and post to our address – 32 Paynes Meadow, Linton, Cambridge, CB21 4JP. If you wish to pay by credit/debit card via PayPal or via online banking please send the order form and we will email your invoice.

Once we receive your order form we will email you a confirmation along with all prices and the date for when your order will be booked in.(Please refer to our terms & conditions for further information regarding bookings)

Orders are ONLY confirmed once deposit has cleared. We will only hold the booking date(s) for 10 days, once this time has elapsed these dates will become available to other customers.

I am providing £ ..... deposit for the above order by **cheque/postal order** to secure a booking date *(Delay of around 2 weeks for Cheques)*
OR
I would like you to email me an invoice for the £..... deposit so I can pay via **Paypal/Debit/Credit Card** for the above order to secure a booking date

I have read and agree with your Terms and Conditions.

Signature ..... Name ..... Date ….. / …… / ……

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