



ORDER FORM

Upon receipt of a completed Order Form a sample of your design will be sent to you (unless already received via a Sample Request). We will also forward our invoice and appropriate wording proofs for approval.

Correspondence Name

Correspondence Address
 This will be used as your **delivery** address unless stated otherwise

Contact Telephone Home - Work -
 Mobile -

Email address

Name of Card Collection

Colour(s)
 Please detail colour(s) of fabric, thread, beads, feathers etc (if applicable)

INVITATIONS

When would you like your Invitations delivering?
 This will be a minimum of 6 weeks from the return of the proofs & full payment

Item	Quantity	Price each £	Total Price £
Day Invitation (& blank envelope)*			
Evening Invitation (& blank envelope)*			
Guest Reply Card (& addressed envelope)		0.65	
Envelope addressed (invitation)		0.40	
Directions (Venue/Reception) *		0.50	
Save the day card (& blank envelope)		0.50	
Envelope addressed (Save the day)		0.40	
Guest Name printed (invitation)		0.35	
		Postage & Packaging	£8.50
		Plus proof setup fee £10.00 x items marked*	£
		TOTAL INVITATION ORDER	£



STATIONERY

To ensure we are able to meet all of your wedding requirements we recommended you order any additional Stationery, required for your wedding day, when ordering your Invitations.

When would you like your Stationery delivering?

This will be a minimum of 6 weeks from the return of the proofs & full payment
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Item	Quantity	Price each £	Total Price £
Menu (inc 4 A5 sides of text)*			
Place Card (blank)			
Guest Name printed (on Place Card)		0.35	
Order of Service (inc 4 A5 sides of text)*			
Thank you Card (including blank envelope)*			
Envelope addressed (thank you card)		0.40	
Table Plan		95.00	
		Postage & Packaging (if Table Plan ordered then £15.00)	£8.50 / £15.00
		Plus proof setup fee £10.00 x items marked*	£
		TOTAL	£

Where did you see us advertised?

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Please attach payment

£50.00 deposit CHQ / CASH

TERMS & CONDITIONS

- A non-refundable deposit of £50 is required when placing your order.
- The balance of the payment is required 8 weeks before your invitations/stationery are required.
- There is a minimum total order value of £150 (this can include items from the Invitation and Stationery section, but the minimum order value will be payable 8 weeks before your invitations are required).
- You must authorise a proof for all items we produce for you. We cannot be held responsible for any errors in the proof once signed by you.
- Additional Postage & Packaging is payable if items are requested by you to be delivered separately.
- As the stationery is handmade please allow a minimum of 6 weeks for delivery from return of the accepted proof(s).
- Any amendments required after the final printing has taken place will result in a surcharge.
- As the stationery is handmade there will be slight variations in each card.

I understand and agree to the terms and conditions above and to secure our order enclose payment for £50. Please make cheques payable to **the ivory card company**

Signature

Date

IOF/0709

Please return to 37 The Lea, Kibworth Beauchamp, Leicestershire LE8 0SE
or email – sarah@theivorycardcompany.co.uk

Thank you for your order.



WEDDING DETAILS

Date of Wedding

Name of Bride

Name of Groom

Name of Wedding Host(s)

Relationship to Bride / Groom

Time of Wedding

Ceremony -

Evening -

Name & Location of Wedding Ceremony

Name & Location of Wedding Reception

RSVP Address

RSVP Date

WORDING DETAILS

Please select one of our standard wordings/fonts (view Wordings & Fonts on our website) or you can supply us with your own. Please note the font will be 'black' unless requested otherwise. You will receive a proof in respect of all items ordered for your approval.

Invitation Wording

Daytime Ref -

Evening Ref -

Font

Other Wordings

Note You may not have all of this information at the point of your order in which case please forward this to us nearer the time

If you have ordered any of the following please supply us with draft wording details:

- Directions
- Menu
- Order of Service
- Thank you card
- Table Plan (room layout plan & guest names)

Please return to

37 The Lea, Kibworth Beauchamp, Leicestershire LE8 0SE
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