

Order Form

CUSTOMER DETAILS

Name:
Address:
Telephone:
Mobile:
Email:

DELIVERY DETAILS

Name:
Address:
Telephone:
Mobile:
Email:

Date Needed:

Wedding Details (As you would like them on your invitations)

Brides Name:

Grooms Name:

Host Names (e.g. Brides Parents):

Ceremony Details

Wedding Date:

Ceremony Time:

Name of Church or Venue:

Address of Church or Venue:

Reception Details

Reception Venue (Include Address if Required):

Evening Reception Time:

RSVP Address (phone number if required):

RSVP Date (if required):

Product Type	Design Name	Qty	Price Each	Total
Save the Date				
Wedding Invitation				
Evening Invitation				
Reply Card				
Order of Service				
Menu				
Place Card				
Table Name Number				
Thank you Card				
Table Plan				
Guest Book				
Favours				
			Sub Total	
			Total	

Font Style:

Card Colour:

Card Type:

Special Instructions:

- A PROOF OF EACH ITEM WILL BE SENT TO YOU
- PLEASE CHECK ALL THE DETAILS AND APPROVE THE FINAL PROOF BEFORE WORK COMMENCE
- PLEASE NOTE A DEPOSIT OF 50% IS TO BE ENCLOSED WITH THIS ORDER

Method of Payment (Please tick as appropriate)

Cheque:

PayPal:

Bank Transfer:

Order Confirmation

I have read and agreed to the terms and conditions below.

Signed

Dated

Terms and Conditions

ORDERING

Please allow at least six to eight weeks for your stationery to be produced, however for your own peace of mind allow as much time as possible. Orders can be placed by email to jill@pureweddingstationery.co.uk, online by filling in the on line order form, by post to Pure Wedding Stationery, 62 Bek Road, Newton Hall, Durham DH1 5LD or in person at the initial consultation.

Once you place an order a date will be agreed, advising you of when we will need additional information. It is important that these dates are adhered to, as we must respect the dates for our other clients.

All items required should be ordered when the original order is placed. If orders are placed in stages we cannot guarantee continuity of design and discontinued materials.

PRICES AND PAYMENT

To secure an order a non refundable deposit of 50% of the total order is requested. Orders will not be processed without receipt of deposit and a completed order form. Payment of the deposit is understood to be acceptance of these terms and conditions. Pure Wedding Stationery reserves the right to change the prices on all of our merchandise at any time. However this does not apply once an order has been signed for. Table plans incur an additional delivery charge of £10.00

Any orders cancelled less than six weeks before the wedding are liable for full payment.

The outstanding balance will be required 7 days before your stationery is dispatched and will include delivery charges if applicable. Payment can be made via PayPal, bank transfer or cheques made payable to Pure Wedding Stationery. All goods remain the property of Pure Wedding Stationery until paid for in full.

SAMPLES

We will send up to 2 samples at the stated price; once an order is placed the cost of the samples will be deducted from the final balance.

PROOFS

A proof of every item you order will be sent to you, while we take every care in producing your proofs it is the clients responsibility to proof read any text prior to printing. Please ensure that you thoroughly check all details are correct and you are happy with the design. If there are any changes to wording or spelling please send in writing or via email which must be dated and signed. We cannot accept any changes over the telephone. Any changes made after proofs have been signed for and production has started will incur a charge

OUR PRODUCTS

All of our stationery is handmade, and therefore the client accepts there may be slight variations between products, this is not deemed faulty, this is what makes your wedding stationery personal and unique. If product specifications from our suppliers change we will offer you an alternative of the same quality without an increase in price, unless you choose an alternative, which may result in an increase in cost. Please beware that our products and packaging are not suitable for children

DELIVERY

Delivery to a local address will incur a fee depending on distance or can be collected in person. All orders posted will be by Royal Mail recorded delivery.

For an additional payment special delivery can be arranged which insures in the event of loss. All orders are carefully packed to avoid damage in transit. Pure Wedding Stationery cannot be held liable for goods lost or damaged in transit and shall not be responsible where any failure or delay in delivery is due to circumstances beyond our control. Pure wedding Stationery must be notified of any damages within 24 hours of receipt.