

Amore Invitations

Handmade Wedding Stationery

4 Myers Close, Swanmore, Southampton, Hampshire SO32 2RN

Tel: 01489 891605 Email: info@amoreinvitations.com

Website: www.amoreinvitations.com

ORDER FORM

Customer Details

Name:

Address:

Postcode:

Telephone:

Mobile:

Email:

Delivery Address if different from above

Name:

Address:

Postcode:

Wedding Details as you wish them to appear on invitations

Name(s) of Host(s):

Relationship to the couple:

Wedding Date:

Bride(s) Name(s):

Groom(s) Name(s):

Ceremony Venue (including address):

Postcode:

Time of Ceremony:

Reception Venue (including address):

Postcode:

Time of Day Reception:

Time of Evening Reception:

Reply Address

Postcode:

IMPORTANT – DATE INVITATIONS REQUIRED:

Design

Design Name:

Embellishment Colour(s) (Please see website for colour options)

Type Styles for Inserts (Please see attached information and circle as appropriate)

Example of Bradley Hand

Example of Verdana

Example of Arial Narrow

Example of Comic Sans

Example of Times New Roman

Example of Monotype Corsiva

Example of Bookman Old Style

Example of Book Antiqua

Other (Please state here if there is another font you wish to use):

Wording Styles for Day Invitation Inserts (Please see attached information and tick below as appropriate)

Wording 1

Wording 2

Wording 3

Wording 4

Wording Styles for Evening Invitation Inserts (Please see attached information and tick below as

appropriate)

Wording 1

Wording 2

Wording 3

Wording 4

Personalised Stationery Items

If you are ordering any of the following items, please supply full details via email.

- Printed inserts for Order of Service, menus and thank you cards.
- Personalised invitations, place cards, save the date cards and thank you cards.
- Address labels for envelopes

When sending details regarding the order of service, please include full wording for hymns and readings if applicable. Please ensure you check copyright before sending.

If you require your guest's names printed on the place cards, please supply full details via email.

Stationery Required

Item	Quantity	Price Per Item	Subtotal
1. Save the Date			
Pre-printed Guest Names on card add 20p per item			
Pre-printed address labels add 20p per item			
2. Day Invitation			
Pre-printed Guest Names on insert add 20p per item			
Pre-printed address labels add 20p per item			
3. Evening Invitation			
Pre-printed Guest Names on insert add 20p per item			
Pre-printed address labels add 20p per item			
4. Order of Service (2 page booklet)			
4 page booklet add 0.25p per item			
5. Menu (A6 Card Style)			
6. Menu (Postcard Style)			
7. Thank You Cards (printed inserts)			
Pre-printed address labels add 20p per item			
8. Thank You Card (blank inserts)			
Pre-printed address labels add 20p per item			
9. Place Cards (without name printed)			
Pre-printed Guest Names add 20p per item			
10. Tented Table Names			
11. Tented Table Numbers			
12. Invitation Postal Boxes			
13. RSVP (Postcard Style)			
14. Other*			
Total (excluding P&P)			
50% Deposit			

* For additional items that you require which are not included in our range, please contact us first for a quote.

Additional Information (If necessary, please continue on a separate sheet)

General Information

Please sign the order form and terms and conditions and return them to us with a cheque payable to “Sharon Smith” for 50% of the total order as a deposit.

Once your order form has been received proofs will be sent to you for each stationery item ordered. Work will commence on your order when we receive a signed copy of the terms and conditions and the signed proofs with any alterations clearly marked. The remaining balance will be payable by you upon completion of your order. This must be paid prior to delivery of your order, otherwise your order will not be despatched.

If you have to cancel your order, please let us know as soon as possible, along with confirmation in writing. Deposits will only be refunded if the cancellation is within 14 days of ordering. Cancellations after 14 days will not be refunded.

You will be notified by phone or email once your order is ready for despatch. Postage and packaging rates are as follows:

Cost of Order	Cost of Postage
Up to £9.99	£3.95
£10.00 to £29.99	£4.95
£30.00 to £79.99	£7.95
£80.00 to £149.00	£10.95
£150.00 +	£13.95

The total P&P charge will be added to your final invoice. Subject to mutual agreement local orders will be hand delivered free of charge.

Customer Declaration

I enclose an initial deposit of 50% of the total order with this order form and a signed copy of the terms and conditions. I confirm the details stated on this form have been checked by me and are correct.

Customer Signature

Date