

## TERMS AND CONDITIONS

**Deposit and Payment** - A deposit of 50% of the total order is required, with your completed order form, to secure your order. Payment can be made by cheque or PayPal. Cheques should be made payable to "Sharon Smith".

Once your order form and deposit 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.

**Cancellation** - 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.

**Proofs** - Proofs for each stationery item ordered are provided for you to check. Proofs will be sent to you by Recorded Delivery. Please check all details of the proof carefully as proof-reading is your responsibility. Please mark any changes clearly on the proofs, sign and return them to us

Amore Invitations accepts no responsibility for any alterations to be made once you have signed and therefore approved the proofs. These will be charged according to the amount of work required to rectify mistakes.

**Designs & Materials** - As all items are handmade, slight variations may occur between each item. However, we will endeavour to maintain a level of consistency within each order. There will be times when materials may be unavailable, but we will endeavour to provide a suitable substitute. We will, of course, notify you if this occurs.

**Copyright** - All designs and content of [www.amoreinvitations.com](http://www.amoreinvitations.com) are the property of Amore Invitations. They may not be reproduced, copied or downloaded in any form without express permission.

Please note that it is your responsibility to obtain permission for the use of hymns or any other material used in the Order of Service.

**Health & Safety** - Please be aware that some of the materials used in our designs are small and may present a choking hazard for babies and young children.

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

<b>Cost of Order</b>	<b>Cost of Postage</b>
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.

We will do our utmost to ensure that your order arrives to you in perfect condition. Any damages during the postal process must be notified to us within 3 days.

Amore Invitations will not be held responsible for damages which occur during your subsequent individual posting of items.

**Privacy** - We are committed to ensuring your privacy and will not pass on any personal information to any other persons or agencies, except for the purposes of debt collection.

**Web Content** - Images of cards displayed on this website are not true sizes of actual products. The colour of images may vary slightly from the true colour.

**Marketing** - The website address ([www.amoreinvitations.com](http://www.amoreinvitations.com)) will be printed discreetly on the back of save the date cards, invitations, order of service, thank you cards and menus. Please let us know when you place an order if you have any objections to this.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

(PRINT NAME)