

Leah Halliday

Hand-crafted Wedding Stationery

ORDER FORM

Please do not hesitate to contact me if you require any additional information before making your order.

YOUR DETAILS

PLEASE COMPLETE THE FOLLOWING INFORMATION IN BLOCK CAPITALS.

NAME :

ADDRESS:

.....

TELEPHONE DAY: EVE:

MOBILE:

EMAIL:

WEDDING DATE:

HOW DID YOU HEAR ABOUT US ?

STATIONERY DETAILS

STATIONERY COLLECTION:

PREFERRED FONT:

PREFERRED FONT COLOUR:

COLOUR MATCHING REQUIRED? YES NO (PLEASE CIRCLE)

IF YES PLEASE SUPPLY DETAILS/SAMPLES

DATE STATIONERY REQUIRED:
WE RECOMMEND YOU ALLOW 6-8WKS FOR THE PRODUCTION OF YOUR STATIONERY AFTER SIGNING PROOFS

REPLY DATE:
IF REQUIRED

BRIDES NAME:

GROOMS NAME:

REPLY ADDRESS:
IF DIFFERENT FROM ABOVE

.....

ADDITIONAL COMMENTS:

.....

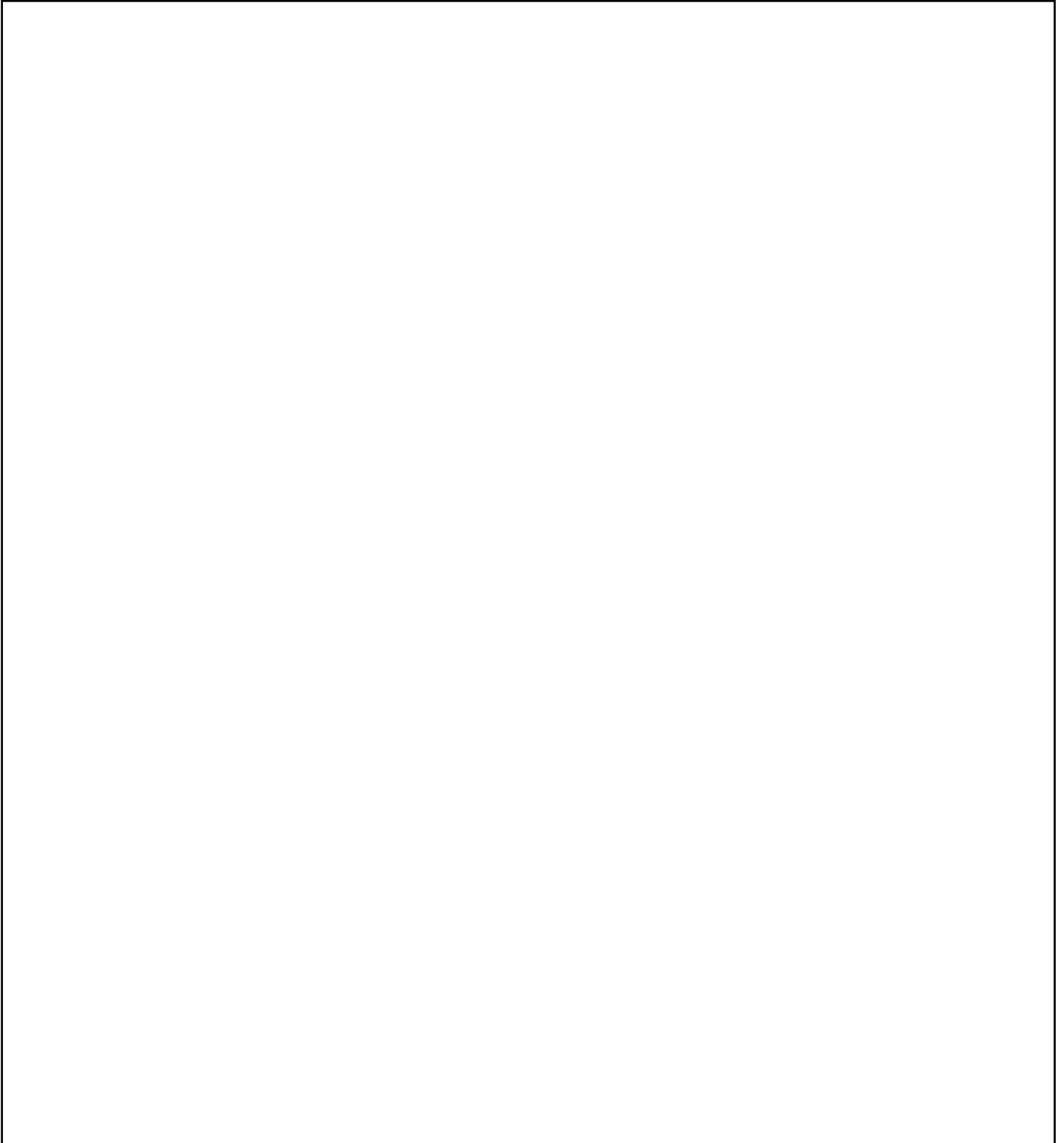
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WORDING

Please use this section and continue onto a separate sheet if necessary with your wording required for inserts, including dates, times, venues etc. Wording for order of service and menus can be sent at a later date when these have been finalised.

If you have no preference to the format of your insert then a standard layout will be used. Remember that changes can be made once you have received the proof of your stationery to be approved.

A large, empty rectangular box with a thin black border, occupying the lower two-thirds of the page. It is intended for the customer to provide their wedding stationery wording, such as dates, times, and venues.

Wedding Stationery Order Form

Stationery Range :

PRODUCT DESCRIPTION	UNIT PRICE	QTY	TOTAL PRICE
<p>WEDDING INVITATION</p> <p>EVENING INVITATION</p> <p>GUEST NAMES PRINTED INSIDE EACH INVITATION PLEASE ADD 25P PER NAME</p> <p>MENU</p> <p>ORDER OF SERVICE</p> <p>THANK YOU CARDS</p> <p>PLACE SETTINGS</p> <p>GUEST NAMES PRINTED ON EACH PLACE CARD PLEASE ADD 10P PER NAME</p>			
<p>PLEASE MAKE CHEQUES PAYABLE TO LEAH HALLIDAY. THANK YOU</p> <p>*Postage costs will be calculated based on your order and will be added to your final balance. All postal deliveries are sent via secure delivery and will require a signature.</p> <p>A 50% deposit is required upon placement of an order and before work can commence.</p> <p>Final payment will be due upon return of the approved proofs and before final delivery of stationery.</p>			<p>TOTAL £</p> <p>EXCLUDING POSTAGE*</p>
			<p>LESS 50% DEPOSIT £</p>
			<p>FINAL BALANCE £</p>

PLEASE ENCLOSE YOUR CHEQUE FOR 50% OF THE TOTAL COST OF YOUR ORDER.
 THE BALANCE MUST BE PAID IN FULL WHEN RETURNING YOUR SIGNED PROOFS. THANK YOU.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS*

SIGNATURE:

DATE:

*Details of which can be found on the 'how to make an order' download on our website www.leahhalliday.co.uk

ONCE COMPLETED PLEASE SEND THIS FORM TO:
 Leah Halliday 67 Terregles Street Dumfries Scotland DG2 9BD T. 01387 267993