

## Order Form



**Invited Personally**

Tel/Fax: 01202 419969

Email: [sales@invitedpersonally.co.uk](mailto:sales@invitedpersonally.co.uk)

Web: [www.invitedpersonally.co.uk](http://www.invitedpersonally.co.uk)

Please complete this form in **BLOCK CAPITALS**  
Additional information should be completed on a separate sheet

### Customer Details

### Delivery Details (if different)

Name(s):
Address:
Postcode:
Tel:
Mob:
Email:
Where did you hear about us:

Name(s):
Address:
Postcode:
Tel:
Mob:
Email:

### Wedding Invitation Details (as you would like them to appear on your invitations)

Wedding Date:	Name of Hosts:
Name of Bride:	Name of Groom:
Church/Venue Name & Address:	Ceremony Time:
Reception Venue:	Evening Reception Time:
RSVP Address:	RSVP Date (if required):

### Order of Service Details

Entrance Music:
Hymn 1:
The Marriage:
Hymn 2:
Prayers:
Readings:
Hymn 3:
Recessional Music:

Alternatively, please supply a copy of your Order of Service script.

### Thank You Card Details

Wording:
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### Menu

1st Course:
2nd Course:
3rd Course:
4th Course:
Additional Information:

### Wedding Stationery Details

Design Name:		
Colour Scheme:		
Wording Number Choice (please refer to 'How to Order' page or attach required wording):	Font Style (please refer to 'How to Order' page or name required font):	
<p><b>Save the Date Standard Wording:</b></p> <p>&lt;name&gt; and &lt;name&gt; are getting married</p> <p>on &lt;date&gt;</p> <p>at &lt;venue&gt;</p> <p>and would love you to be there</p> <p>Please save the date!</p> <p>Invitation to follow</p>		<p><b>RSVP Standard Wording:</b></p> <p>_____</p> <p>Would be delighted/are unable* to attend the wedding of</p> <p>&lt;name&gt; and &lt;name&gt;</p> <p>(*delete as appropriate)</p>
<b>RSVP Card</b> (the following can be added to your reply card if required):		
I/We require ____ vegetarian option/s	YES ____ No ____	
Please advise the date when you plan to send your invitations:		

If you require your own wording for save the date and RSVP cards, please advise us of your chosen phrasing.

**Stationery Order**

Item	Quantity	Unit Price (£)	Total Price (£)
Save the Date			
Save the Date Magnet			
Wedding Invitation			
Evening Invitation			
RSVP			
Personalised Printing Service			
Order of Service			
Menu			
Placecards - Printed			
Placecards - Unprinted			
Menu Placecards			
Favour - Unfilled			
Favour – Filled			
Children's Favour Box			
Organza Favour Bag			
Table Number			
Table Plan			
Thank You			
Guest Book			
Keepsake Box			
Photograph Album			

	Sub Total	
	P&P*	£15.00**
	<b>TOTAL</b>	
	<b>Deposit***</b>	
	<b>BALANCE</b> <b>(14 days prior to delivery)</b>	

\* If your order requires multiple deliveries, extra delivery charges may be incurred. We will advise you of any additional charges at the time your order is placed.

\*\* Guest book postage is charged at £6.00.

\*\*\* 50% deposit is required for all orders. If the required delivery date is within 4 weeks, full payment is required to secure your order.

## Terms and Conditions

### Order Form

When completing the order form, please ensure all details are correct as the information will be used to create your stationery.

### Payment Terms

A deposit of 50% of your total order value including P&P is required before work can commence with the final balance being due 14 days before your order is dispatched. If you require your order to be completed within 4 weeks or if your order value is less than £100, full payment is required to confirm your order. If your order requires multiple deliveries, full payment is due 14 days before the first part of the order is dispatched. Payment can be made by cheque, PayPal or direct bank transfer. Cheques should be made payable to Invited Personally. PayPal payments attract the highest level of security as your financial information is encrypted and stored on computers which are offline. For more information on PayPal and its security practices please visit the website <http://www.paypal.com/uk>.



### Pricing/Terms

We reserve the right to amend our pricing and/or terms and conditions for new orders at any time. Any quotation provided to you by email, telephone or post is valid for a period of 30 days.

### Proofs

After you have placed your order with Invited Personally, you will receive your wording proofs. If we have created a bespoke range for you a sample of the final design will also be sent for approval. Once we receive written confirmation that you are happy to proceed, work will commence. **Please take extra care when checking your proofs as this is your opportunity to ensure you are completely happy with your design, layout and that there are no printing errors.** If changes are made after work has commenced, additional charges may be incurred. We will advise you of your anticipated delivery date and confirm this once your order is nearing completion. Invited Personally cannot be held responsible for any printing errors once the proofs have been approved.

### Client Privacy

We are committed to protecting our client's privacy and as such, will not share any personal information with any third parties.

### Products

Stationery designs are not suitable for small children as they feature small parts. Whilst every effort is made to ensure design continuity, as all items are hand crafted, slight variations may occur. Over time, ageing may occur on some products. Invited Personally cannot be held responsible for this.

### Copyright

All designs and associated artwork are the property of Invited Personally. It is not permitted for any third party to reproduce any part of the [www.invitedpersonally.co.uk](http://www.invitedpersonally.co.uk) website. This includes text, images, logos or designs.

### Materials

Whilst every effort is made to fulfil all orders, items such as discontinued products are out of our control. In the event that materials are unavailable, a suitable alternative will be offered with your agreement.

### Delivery

Please allow 6-8 weeks from the date of order. Delivery charges range from £6.00-£15.00 per delivery depending on weight. Small items such as guest books are charged at £6.00. For clients who are ordering a full stationery package and live within a 15 mile radius of Christchurch, free personal delivery or collection can be organised by mutual arrangement. Every care is taken when packing your order, however Invited Personally cannot be held responsible for goods damaged in transit.

### Returns/Refunds/Cancellations

We are unable to refund/exchange goods unless they are faulty. Work will not commence on any replacement items until all items in question are returned in the original packaging. In the event of a cancellation, we reserve the right to retain the deposit. If cancellation is made after work has commenced full payment may be required to cover our incurred costs. This does not affect your statutory rights. We suggest that all clients take out wedding insurance to protect against unforeseen circumstances.

### I have read and agree to the Terms & Conditions of sale:

Signed .....

Date .....

Print .....