

Stationery Order Form



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YOUR DETAILS (TO BE COMPLETED BY THE PERSON PLACING THE ORDER)				
NAME				
ADDRESS				
POSTCODE				
DAYTIME TEL NUMBER		EVENING TEL NUMBER		
EMAIL ADDRESS				
DELIVERY ADDRESS (IF DIFFERENT FROM ABOVE)				
POSTCODE				
STATIONERY ITEMS REQUIRED				
ITEM	DESIGN NAME	QUANTITY	PRICE PER ITEM	TOTAL
POCKET DAY/EVENING INVITATION INCLUDES RSVP		X DAY X EVENING		
FLAT DAY/EVENING INVITATION		X DAY X EVENING		
EXTRA INFO INSERT CARD				
RSVP CARD AND ENVELOPE				
SAVE THE DATE & ENVELOPE				
FLAT OR FOLDED TALL MENU				
TRIFOLD MENU/TABLE NUMBER				
TENT CARD TABLE NO. OR NAME				
ORDER OF SERVICE/DAY				
PLACECARD				
THANK YOU CARD & ENVELOPE				
TABLE PLAN (A2 - up to 10 tables)				
			TOTAL	

DETAILS FOR DAY AND EVENING INVITATIONS

PLEASE ENSURE YOU WRITE DETAILS EXACTLY AS YOU WISH THEM TO APPEAR ON STATIONERY

NAME OF HOSTS FOR WEDDING. I.E. BRIDES PARENTS NAMES

BRIDES NAME

GROOMS NAME

DATE OF WEDDING (DAY- DATE-MONTH-YEAR)

TIME OF WEDDING CEREMONY

CEREMONY VENUE NAME & ADDRESS

RECEPTION VENUE NAME & ADDRESS

RSVP NAME & ADDRESS (FOR CARDS) OR TELEPHONE/EMAIL WHEN PRINTED ON INVITATIONS IF PREFERRED

DATE RSVP SHOULD BE RETURNED BY

NAME OF HOSTS FOR EVENING INVITATIONS. I.E. BRIDES PARENTS NAMES

DATE OF EVENING RECEPTION (DAY- DATE-MONTH-YEAR)

TIME OF EVENING RECEPTION

EVENING RECEPTION VENUE NAME & ADDRESS

RSVP EVENING NAME & ADDRESS (FOR CARDS) OR TELEPHONE/EMAIL WHEN PRINTED ON INVITATIONS IF PREFERRED

WORDING CHOICES

WORDING FOR **DAY** INVITATIONS (PLEASE SEE WEBSITE)

WORDING FOR **EVENING** INVITATIONS (PLEASE SEE WEBSITE)

IF YOU WOULD PREFER YOUR OWN WORDING CHOICE, PLEASE SUPPLY DETAILS, **TYPED**, ON A SEPARATE SHEET

ADDITIONAL INFORMATION CARD FOR POCKET INVITATIONS

PLEASE PROVIDE WORDING FOR ADDITIONAL INFO CARD ON A SEPARATE SHEET

WORDING FOR EXTRA INFO CARD ENCLOSED

DETAILS FOR SAVE THE DATE CARDS

BRIDES NAME

GROOMS NAME

WEDDING DATE

ORDER OF SERVICE/ DAY

PLEASE SUPPLY FULL DETAILS OF THE WORDING REQUIRED FOR YOUR ORDER OF SERVICE/DAY ON A SEPARATE SHEET. PLEASE ENSURE THAT THIS IS TYPED. IT IS THE CUSTOMERS RESPONSIBILITY TO CHECK COPYRIGHT BEFORE SENDING US THIS INFORMATION

DETAILS FOR ORDER OF SERVICE/DAY ENCLOSED (PLEASE TICK) **TRIFOLD MENU AND TABLE NUMBER CARD / OR TENT CARD / MENUS**

PLEASE SUPPLY WORDING DETAILS FOR YOUR MENU ON A SEPARATE SHEET. PLEASE ENSURE THAT THIS IS TYPED.

DETAILS FOR MENU ENCLOSED (PLEASE TICK)

TABLE NUMBERS/NAMES - PLEASE USE THE BOX BELOW TO TELL US HOW YOU WISH YOUR TABLE NUMBERS OR NAMES TO BE REPRESENTED:

I.E 1,2,3
ONE, TWO, THREE

PLACECARDS

IF YOU WISH TO HAVE YOUR GUESTS NAMES PRINTED ON PLACE CARDS, PLEASE SUPPLY THE NAMES AS THEY SHOULD APPEAR ON A SEPARATE SHEET.

GUESTS NAMES ENCLOSED (PLEASE TICK) **ADDITIONAL INFORMATION/REQUIREMENTS**

DESIGN CHOICES

COLOUR OF CARD FOR STATIONERY TO BE MADE ON

BASE COLOUR (INSERTS, ENVELOPES ETC) WHITE OR IVORY**POCKETFOLD COLOUR / HIGHLIGHTED FEATURES**

COLOUR THEME OR PATTERN CHOICE FOR STATIONERY

COLOUR OF RIBBON IF APPLICABLE

TYPE/FONT STYLE FOR STATIONERY (PLEASE SEE ENCLOSED INFORMATION SHEET)

All of our designs have had their fonts carefully chosen to compliment the theme and design. We highly recommend that you choose the font that we have selected for each design.

FONT CHOICE

USE RECOMMENDED FONT (tick box)**TERMS & CONDITIONS**

Please sign and return this form to Dragonfly Events.

A full set of proofs will be provided. It is the customers responsibility to check proofs thoroughly and return these signed with any amendments required. Once proofs have been confirmed, Dragonfly Events accepts no responsibility for any mistakes made by the customer.

Work will commence on your order once proofs have been received.

Items such as order of services, table plans and place cards can be ordered in advance, but information required can be supplied by the customer nearer the wedding date.

Should the order be cancelled by the client, a fee may be incurred, depending on the status of the order.

I HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS AND WISH TO PLACE AN ORDER FOR THE ITEMS DETAILED ON THIS ORDER FORM.

CUSTOMER SIGNATURE

DATE

If the customer is requiring just the stationery service from Dragonfly Events a 50% deposit will be required on returning the order form.

Payment can be made either by Cheque or BACS Bank Transfer. Please make cheque's payable to 'Dragonfly Events'