

WEDDING STATIONERY ORDER FORM

Knot number / Design name: _____

Colours: Blue / Greens ___ Purple / Red / Pinks ___ Multi-coloured ___
 Other – please give full details, or include swatches: _____

Font: _____

Cards / Items: please indicate which card sizes are required for which item, and, where possible, estimated numbers.

ITEM	CARDS					
	A5 Large	Oblong	Square	Long	Small	Tiny
Wedding invite						
Evening invite						
Reply card						
Order of Service						
Name place cards						
Menus						
Thank You cards						
	A4	A5				
Bridal Stationery						

Wording for Wedding invite

cover: Wedding ___ Wedding Invitation ___ Invitation ___ Other _____

inside: Option A ___ Option B ___ Option C ___ Option D ___

Other - write out in full, indicating desired line breaks, overleaf or on a separate piece of paper or email.

Guests' names to be printed (standard or personalised wording): yes ___ no ___

Wording for Evening invite

cover: Evening Celebration ___ Evening Invitation ___ Invitation ___

Other _____

inside: Option A ___ Option B ___

Other - write out in full, indicating desired line breaks, overleaf or on a separate piece of paper or email.

Guests' names to be printed (standard or personalised wording): yes ___ no ___

Wording for Reply Card

cover: Reply ___ Other _____

inside: Option ___ Option B ___

Other - write out in full, indicating desired line breaks, overleaf or on a separate piece of paper or email.

Wording for Thank You Card

cover: Thank You ___ Other _____

inside: Option A ___ Option B ___

Other - write out in full, indicating desired line breaks overleaf or email.

Please note Thank You cards can supplied blank inside.

Wording for Orders of Service

cover: Order of Service ___ Other _____

inside: Please write out in full (including hymns in full) as you would like to see them laid out, either overleaf or email.

Please note that it might be advisable for some elements of the Orders of Service, for examples hymns and prayers, to be printed in a standard font for extra clarity (such as this one, Times New Roman.

Wording for Menus

cover: Menu ___ Other _____

inside: Please supply full details of the menu, either overleaf or on a separate piece of paper or email.

Wording for Name Place Cards

cover: Name cards are usually supplied with your chosen design

Please indicate if you would like the following extra details:

guests' names to be printed: ___ the bride and groom's names ___

the date of the wedding ___ Other: _____

Please note the charge on the price list for the printing the names of the guests.

Wording for Bridal Stationery

The bridal stationery is printed with your chosen logo.

Please indicate if you would like the following extra details:

the date of the wedding ___ the bride and groom's address ___ Thank You ___

Directions ___ Other _____ or please supply overleaf or on a separate piece of paper or email.

Please note the charge on the price list for printing full text.

Now please return this form, together with any additional information you've added, to the address on the top of the first page, and I will send you the first drafts as soon as possible!

Signed _____

Date _____

Address _____

Postcode _____

Tel no _____

Email _____