

ORDER FORM | Contemporary Collection

Order Date: _____ Order No. _____ (Office only)

Ordered by:		Deliver to: (Mon - Fri by courier, signature required)	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
Home Tel:	Work/Mob:	Tel:	
Email:			

Names of people sending the invitations, as you would like them to appear
Wedding
Evening Reception

Names of Bride & Groom, as you would like them to appear (if different to above)
Bride
Groom

Day, Dates & Times			
Wedding Ceremony	Day: (eg Sat)	Date:	Time:
Evening Reception	Day: (eg Sat)	Date:	Time:

Where is the ceremony and reception being held?
Ceremony
Wedding Reception
Evening Reception

RSVP details
Name/s and Address

RSVP date if required (please provide date)
Day _____ Evening _____

Reply Cards

Bride & Groom's name will appear at the top, followed by can / cannot accept your kind invitation
 Please tick if you would also like;

any special dietary requirements _____

Thank You

- Wording suggestion - 'We would both like to thank you for your lovely gift and for all your kind wishes.'
- "Thank You" - the rest blank for you to write your message
- Please use couple's own wording

Your names as you would like them to appear

Post-Wedding address (optional)

Order Requirements

Please indicate all items required from the list below. Details of the contents of the menus, order of service etc can be supplied at a later date (four weeks minimum prior to the wedding).

Invitation Wording: wording number (from wordings page) as per sample own wording to be emailed

Evening Wording: This will be designed to match the day invitation wording.

	Design name	Typestyle*	Price (each)	Qty	Total
<i>Example</i>	<i>Messina</i>	<i>Copperplate / Bickham</i>	<i>£3.10</i>	<i>60</i>	<i>£186.00</i>
Save the Date cards					
Wedding Invitation					
Evening Invitation					
Reply Card					
Info Sheets					
Order of Service / Day	Card <input type="checkbox"/> Scroll <input type="checkbox"/>				
Menu	Flat <input type="checkbox"/> Scroll <input type="checkbox"/>				
Place Cards	Flat card <input type="checkbox"/> Tag <input type="checkbox"/>				
Table Plan	Framed <input type="checkbox"/> Unframed <input type="checkbox"/>				
Table Nos.					
Thank You Cards					

P&P £8.50 if only ordering 'Save the Date' cards

P & P £14.00

Please state Envelope Colour if different from advertised: _____

Extras (eg Guest names)

Please state Ribbon Colour if different from advertised: _____

Total

** We strongly advise a capital font to be used for the body text and a script font of your choice for the names.*

Please make cheques payable to The Whole Caboodle Design Ltd or pay by Direct Transfer.

A deposit of 50% of the order value is required before work on the order commences. The balance must be paid prior to despatch of *completed order*. This Stationery is personalised to your individual requirements. Refund or exchange can be given only where the merchandise is faulty or the specifications of the order have not been met. In the event of cancellation, all work in progress must be paid for in full.

Each item is made individually and therefore characteristic differences may occur. Images published on the official website/brochure are for illustrative purposes and therefore reproduction of colours is as accurate as possible but may vary slightly from the genuine article. The Whole Caboodle accepts no responsibility for the effect the ageing process may have on products. The Whole Caboodle accepts no responsibility for goods lost in transit.

Deposit Paid/Date:

Needed by:

Balance Paid/Date:

Where did you hear about The Whole Caboodle?

Please can you let us know how you heard about us in order that we can use the most effective methods of advertising.

Magazines (please state which titles)

Recommendations

Other (please state)