

ORDER FORM | Scroll 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
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

What is the reply address to be printed inside the invitations?
Address

Do you require an RSVP date printing inside the invitations? (please provide date)
Day _____ Evening _____

Reply Slips (no envelopes)

Reply slip reads can / cannot accept your kind invitation
 Please tick a box if you would like either of the following printing on the reply slip;

number of vegetarians ___
 any special dietary requirements _____

Thank You Scrolls

Wording suggestion - 'We would both like to thank you for your lovely gift and for all your kind wishes.'
 Please leave insert blank
 Please use attached wording

The married names (including first names) of the bridal couple as you would like them to appear _____

Post-Wedding address _____

Order Requirements

To ensure design and stock continuity 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).

	Design name	Wording	Typestyle	Price (each)	Qty	Total
<i>Example</i>	<i>Titian</i>	1	<i>Shelley</i>	£5.30	30	£159.00
Save the Date Cards		-				
Wedding Scroll						
Evening Scroll						
Reply Slip		-				
Order of Service		-	<i>Goudy inside</i>			
Menu		-				
Place Cards	Blank <input type="checkbox"/> Printed <input type="checkbox"/>					
Table Plan		-				
Table Nos.	For use in holders <input type="checkbox"/> Freestanding <input type="checkbox"/>		-			
Guest Book		-	-			
Thank Yous	Thank you Cards <input type="checkbox"/> Thank You letters <input type="checkbox"/>					
				Free delivery on orders over £ 350		
Please state Box Colour If different from advertised _____					P & P £12.00	
Please state any other Colour changes if different from advertised _____					Extras (eg Guest names)	
					Total	

Please make cheques payable to The Whole Caboodle Design Ltd.

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)