

WEDDING STATIONERY ORDER TO THE LETTER PRESS

Agent's name and address

Agent's Order Reference:

Customer name Mr/Mrs/Ms/Miss/ / /

Delivery address
(Deliveries are made on weekdays during working hours and a signature will be required)

Contact tel:
(must be supplied for delivery to c/m)

Normal Service **Express Service** Date: ___/___/___

Proof required: YES NO Proofs to: Shop Customer

Customer email: Customer fax no:

ORDER FOR:

Please tick the appropriate box. Please use a separate page for each item ordered.

Save the Day Cards <input type="checkbox"/>	Reply Cards <input type="checkbox"/>	Place Cards <input type="checkbox"/>	Information sheet <input type="checkbox"/>
Wedding Invitations <input type="checkbox"/>	4/8 pp Orders of Service <input type="checkbox"/>	<small>Indicate: Printed or Personalised?</small>	Seating Plan <input type="checkbox"/>
Evening invites <input type="checkbox"/>	<small>Indicate no. of pages:</small>	Thank You Card <input type="checkbox"/>	<small>Max 100 names</small>
	Menus <input type="checkbox"/>	Thank You Photocard <input type="checkbox"/>	Table Name Cards <input type="checkbox"/>

Style Name	Quantity	Size	Single <input type="checkbox"/>	Fly <input type="checkbox"/>	Portrait <input type="checkbox"/>	Landscape <input type="checkbox"/>
			Gatefold <input type="checkbox"/>			

If any element is **not exactly** as the style sample illustrated in the album, or if **any extras** are being added, this variation must be indicated below:

Variation/Extra	Description
Board	
Typeface	
Print Style	FLAT <input type="checkbox"/> RAISED <input type="checkbox"/> LETTER-PRESS <input type="checkbox"/>
Ink Colour	
2nd Ink Colour	
Foil Colour	
Ribbon Colour	
Tassles Colour	
Bindi / Jewel Colour	
Plate Sinking	
Double Sided	
Gilt/Silver Edge	
Round Corners	
Envelope Lining	
Hand Calligraphy	
Die Stamping	
Motif/Artwork	
Other	

Wording : Please write clearly below or attach another sheet

Punctuation & Layout

Exactly as written Standard Letter Press style

I have read and checked the above and approve it for printing (please sign):

Any further comment you wish to make regarding your order can be made here.