



Cherished By You!

Contact us on: 020 8597 2999 / 07761073801
orders@cherishedbyyou.co.uk

Wedding Stationery Order Form

Contact Details	Personal Details (as you would like them printed)
Name:	Bride name:
Address:	Groom name:
Tel(Day): (Eve):	Host names:
Email:	Host Relationship (Parents/Bride and Groom etc):
Delivery Address (if different):	

Wedding Details (Enter information as you would like it printed)
Date: Time:
Name and Address of Wedding Venue: (keep as short as possible)
Name and Address of Reception Venue:
Time of Reception (if you want this included):

Evening Reception Details (if different)
Date: Time:
Name and Address of Evening Reception Venue:
Please note any wording/name differences for Evening Reception Invitations below:



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Wedding Stationery Order Form (Page 2)

Order Details		
Design Name:		
Colour/s Required:		
Item	Quantity	Comments / Customisation Details
Day Invitations		(Please indicate size, i.e. Tall/Small/Square where applicable)
Evening Invitations		(Please indicate size, i.e. Tall/Small/Square where applicable)
RSVP cards		
Order of Service		
Place Cards		
Save the Date		
Thank You Cards		
Menu (with Design)		
Plain Menu (Colour Co-ordinating)		
Table Name/No.		
Table Plan		(Please indicate frame colour & size here)
Favours		(Please indicate favour style here)
Insert Name Printing (for invitation inserts)		(names to be provided by email later)
Address Label Printing (for Envelopes / Boxes)		(names to be provided by email later)



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Invitation Wording and Font Details	
Font Style:	Day Invitation Wording (please state if you prefer to email this)
Font Style:	Evening Invitation Wording (please state if you prefer to email this)



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RSVP Wording and Font Details	
'RSVP by' date:	RSVP Wording (please state if you prefer to email this)
Font Style:	

Thank You Card Wording and Font Details	
Font Style:	Thank You Card Wording (please state if you prefer to email this)

Other Comments
Please use this space to let us know any other information relating to your order:
Please tell us how you found our web site:



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Terms and Conditions

Proof-reading

The client is responsible for carefully checking each item for errors or inaccuracies. Any alterations after signed proofs have been received may incur additional charges.

Payment

A non-returnable 50% deposit is payable at the time of ordering. The balance of the order is required before goods are dispatched. If your order has split delivery dates, then the balance of each part will be required before dispatch. All payments must be cleared before any items are dispatched.

Delivery

Postage costs vary with each order, and this cost will be added to your quotation. The main wedding stationery items will be sent via a main courier service or Royal Mail Special Delivery - next day delivery (by 12 noon), these will require a signature on delivery. All items will be packed carefully. Local deliveries will be made in person. Any damages which have occurred during delivery must be reported immediately, and within 48 hours of receipt. You must keep all packaging as that may be required in the event of a claim. We cannot accept responsibility for late delivery due to factors beyond our control (e.g. strike action).

Design

©The copyright of all designs remains the property of Cherished By You. It is a copyright infringement to copy in full or part any of our designs. It is the client's responsibility to gain copyright permission for printed reproduction of any material, poems, hymns, and songs etc that are used.

All items are individually crafted by hand, therefore not every item will be identical, and there may be a slight variation. All products are subject to the availability of materials – sizes, colour and embellishments can be changed at any time - slight colour and shade variations of card, print and embellishments may occur.

Late Additional Items

It is strongly advised that all items are ordered at the beginning for the following reasons: Certain items and materials may be altered or discontinued by the supplier; Certain handmade papers, cards and embellishments are dyed in batches, and each batch can vary significantly. Whilst we will do our utmost to accommodate orders for any additional items, the availability of stock and time cannot be guaranteed for items ordered at a later stage.

Cancellations, Errors and Returns

All monies paid are non-refundable, should an order be cancelled. We regret that refunds and exchanges can only be made where the goods are faulty or fail to meet the clients' requirements as agreed at the final proof stage.

Safety

All items and packaging should be kept out of the reach of young children and babies, as our items and packaging may contain small parts and/or materials that could pose a potential hazard.

Complete Your Order!

To complete your order, please sign below and confirm that you have read our terms and conditions above. Then simply send your completed order form along with your 50% non-refundable deposit to:

Cherished By You
4 Burlington Gardens
Chadwell Heath
Romford
RM6 6EL

We accept payment by cheque, postal order, payable to Sue Hollick, and also PayPal (please call to arrange)

I have read and accept the terms and conditions and confirm my order with Cherished By You

Signed Date

Thank You for Your Order!