


# SUSAN O'HANLON

## *Fine Stationery*

### ORDER FORM

Please return to: 14 East Common, Gerrards Cross, Bucks. SL9 7AF / FAX: 01753 888372

Please use  capital letters in black ink

THE FOLLOWING WILL ENABLE US TO CONTACT YOU:




BRIDE'S NAME(s).....

 ADDRESS .....

POSTCODE .....

GROOM'S NAME(s) .....

PHONE: PLEASE INDICATE WITH A TICK  IF OUR MAIN POINT OF CONTACT IS TO BE THE BRIDE  THE GROOM  OTHER   
PLEASE FILL IN THEIR FULL CONTACT DETAILS:

 DAY:	 EVE:	 MOB:
FAX:	E-MAIL ADDRESS	

DATE OF WEDDING

DAY OF WEEK	DATE	MONTH	YEAR
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THE FOLLOWING WILL ENABLE US TO SEND YOU PROOFS OF YOUR WORDING

**Please note:** A first proof and an amended proof, if required, will be sent free of charge. Help us get things right by checking proofs thoroughly. Third proofs incur a £15.00 fee. Approval of any proofs sent for checking is taken as your agreement to go to print. Re-prints required after approval will be charged at the customer's expense. Inserts requiring to be re-printed following approval will be charged at £2.00 each.

PREFERRED FONT (PLEASE TICK  )

*Traditional*  Contemporary  *Monotype*

WEDDING HOSTS: (PLEASE TICK  )

BRIDE'S PARENTS	BRIDE & GROOM	BRIDE'S MOTHER	BRIDE'S FATHER
EXAMPLES: Mr & Mrs James King James & Sarah King James & Sarah	EXAMPLES: Mr Simon James & Miss Amy Lee Simon James & Amy Lee Simon & Amy	EXAMPLES: Mrs James King Mrs Sarah King Sarah King	EXAMPLES: Mr James King James King

PLEASE USE THE ABOVE EXAMPLES TO GUIDE YOU AND THEN ENTER HOST DETAILS FOR YOUR WEDDING

INVITATION WORDING (PLEASE TICK  )

request the pleasure of your company	
request the pleasure of the company of.....(dotted line for guest names)	
request the pleasure of the company of (guests names printed)	<b>PRICE £</b>
<b>Please note:</b> The fee for this service is £25. We require you to fill out our guest's name template, which we will send you by e-mail. Once your guest names are received, each later change will incur a £10 alteration fee. You can avoid this by ordering a few spares with dotted lines for guest names	
would be delighted for you to join them	
would be delighted for ..... (dotted line for guest names) to join them	
Other words which we attach on a separate sheet	



Please allow 4 weeks between ordering and receiving your stationery unless a fast-track service has been agreed

Wedding venue name .....

Address .....

Reception venue name .....

Address .....


Time of wedding ceremony .....

RSVP Address .....

.....

or

Do you want your guests to reply by a certain date ?		Please note this date here ⇨	
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Do you want to add any of the following : please tick  pl insert  no.

Dress code ?	Lounge suits		Carriages midnight		An RSVP tel. no. ⇨		
	Black tie		Carriages 1.00 am				
	White tie						

or  Language

No. required

Do you require some invitations in a 2nd language ? <b>Please note:</b> There is a £15.00 fee for this service					PRICE £
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or

Are some guests being invited to your evening reception only?		If <input checked="" type="checkbox"/> please indicate time of evening reception ⇨	
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THE FOLLOWING WILL ENABLE US TO SEND YOUR CHOSEN STATIONERY


<b>1. INVITATIONS</b>		PLEASE EXPECT TO RECEIVE YOUR INVITATIONS 4 WEEKS AFTER WE RECEIVE YOUR ORDER FORM & PAYMENT UNLESS YOU HAVE REQUESTED OUR FAST-TRACK SERVICE
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or

Do you want us to fast-track your order ?		<b>Please note:</b> This service means we will endeavour to deliver your invitations within 10 working days. We will need to be able to fax your proofs - please ensure you have supplied a fax no. The fee for this service is £20.00	PRICE £
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or

Chosen invitation select name from brochure / web-site		No. required		Would you like ribbon ?		PRICE £
Evening Invites		No. required		Would you like ribbon ?		PRICE £

 **Helpful Reminder**

or

ALMOST WITHOUT EXCEPTION OUR CUSTOMERS END UP ORDERING EXTRA INVITATIONS. IN THE NUMBER OF INVITATIONS ORDERED ABOVE HAVE YOU INCLUDED A FEW EXTRA INVITATIONS?

- for guests who may have been overlooked,
- to invite extra guests when some are unable to attend and
- to keep as a reminder of your wedding.

We strongly advise that you order 4/5 extra invitations so that you do not have to order extra ones later.  
We have a minimum order of 10 invitations when extras are ordered and there is a 20% surcharge.

IF YOU WOULD LIKE YOUR INVITATIONS TIED WITH RIBBON PLEASE TICK YOUR COLOUR CHOICE


IVORY  WHITE  PALE PINK  CERISE PINK  OLD ROSE  LILAC  SAGE GREEN  PALE BLUE  SILVER GREY  DARK CHOCOLATE  OLD GOLD  BRIGHT DAFFODIL YELLOW  PEPPERMINT  NAVY  ORANGE  MULBERRY

SHOT/ TWO-TONE COLOURS :

TURQUOISE/GOLD  WINE/HOLLY RED  PEACH/GOLD  BURGUNDY  GREEN /GOLD

or

Our invitations have printed inserts separate from the cards so guests take the inserts to your wedding & keep the invitations safe at home. most people like them separate.		PRICE £
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 Please allow 4 weeks between ordering and receiving your stationery unless a fast-track service has been agreed

Please indicate if you would prefer your inserts stuck to your cards ⇨

**Please note** : This service costs £12.50 per 50 invitations. It is not suitable for our Jennifer or Flora designs

 TANYA INVITATIONS ONLY

PLEASE SELECT YOUR CHOSEN IMAGE FOR THE ATTACHED 'LUGGAGE LABEL'. PLEASE TICK  YOUR PREFERENCE

the rose bouquet		the hands		lavender		orchids	
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 TANYA AND MONOGRAMME INVITATIONS ONLY:

INDICATE WITH A TICK  WHAT IS TO BE PRINTED ON THE FRONT OF YOUR INVITATIONS:

bride & groom initials		wedding date in numbers		bride & groom initials & wedding date	
bride & groom names		wedding date in words		bride & groom names & wedding date	

**2. ENVELOPES (THE SIZE OF EACH INVITATION AVAILABLE IS INDICATED ON OUR PRICE LIST.)**

(for day & evening invitations, please tick your preferred envelope from the options )

Large invites - Envelope Options:

Medium invites - Env. Options

Small invites - Env. Options

White lined with white tissue		Cream unlined		White unlined		PRICE £
Champagne lined with dove grey tissue		White lined with white tissue		cream lined with white tissue		

or

I would like to have my envelopes printed with my guest's names & addresses

**Please note:** The fee for this service is £20.00 per 50 envelopes. It is not available for large champagne envelopes.

PRICE £

or

I would like to have your hosts RSVP address on the back "V" of your envelopes

This helps you to know if invitations did not reach their destination. There is a £12.50 fee for this service

PRICE £

**3. REPLY CARDS**

or

Would you like reply cards?

Total no required for day & eve invitations ⇨

PRICE £

Please select your reply card by marking with a

Sarah		Lina		Louisa		Plain with names & wedding day on front	
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or

Would you like your host's name & address printed on your reply envelopes ?

The fee for this service is £12.50

PRICE £

**4. GUEST INFORMATION**

This is an A4 sheet printed double-sided and headed with an image to match your invitations. It is a thoughtful and helpful way to give your guests information about how to get to your wedding, accommodation, parking, children, dress codes, taxis, gift lists etc. We will ask you to send us your information by e-mail and will format it and arrange it for you.

or

would you like to order guest information?

how many do you require? ⇨

PRICE £

**5. DELIVERY**

Your invitations will be delivered on a week-day, Monday to Friday. They will require a signature on delivery.

Delivery Address.....

.....



Please allow 4 weeks between ordering and receiving your stationery unless a fast-track service has been agreed

Postcode.....

**THE FOLLOWING STATIONERY CAN BE ORDERED WITH YOUR INVITATIONS OR CAN BE ORDERED LATER IF YOU PREFER: ORDERS OF SERVICE, MENUS, PLACE NAMES, TABLE PLANS, TABLE NUMBERS / NAMES, CARDS FOR RESERVE SEATING, THANK YOU CARDS**

**PLEASE KEEP A COPY OF THIS PAGE AND THE FOLLOWING PAGE IF YOU PREFER TO ORDER THESE ITEMS AT A LATER DATE**

**PLEASE NOTE: WE MUST RECEIVE THESE ITEMS 4 WEEKS BEFORE YOUR WEDDING UNLESS OTHERWISE AGREED**

**6. ORDERS OF SERVICE**

Please indicate your order by marking with a

Full Orders of Service incl. contents		Covers only		Number required		<b>PRICE £</b>
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Please select your cover by marking with a

Chloe		Catherine		Gemma		Margret		Joanne	
Plain with initials		Plain with bride & grooms names & name of church							

Our Orders of Service are bound with 5 - 8mm wide ribbon. This is included in the price.

	1 <sup>st</sup> choice	2 <sup>nd</sup> choice
Please indicate preferred ribbon colour		

**7. MENUS**

Please select your Menu by marking with a

Lily		Elizabeth		Millie		Alice		Clemmie		Number required		<b>PRICE £</b>
Plain with names & / initials		Fiona		Rose		Grace		Number required			<b>PRICE £</b>	

We recommend 2-3 Menus for each table of 8-10 guests. Please supply your Menu to us by e-mail where possible.


**8. PLACE NAMES**

Please select your preference by marking with a

Self-standing classic "upside down v"		Place name as luggage label		Number required		<b>PRICE £</b>
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We hand-paint a border in watercolour. Please select your preferred colour by marking with a

ivory  pale pink  cerise pink  old rose  lilac  sage green  pale blue  silver grey  mulberry  peppermint   
 dark chocolate  old gold  bright daffodil yellow  navy  orange  other .....PL. INDICATE COLOUR

 <b>PLEASE NOTE</b>	We know that most brides feel some tension in the weeks immediately prior to their wedding. To keep this to a minimum we must receive guest names at least 4 weeks before your wedding. Please ask us to send you a template to fill in with your guest names and then return to us.
	If guest names are received less than 4 weeks prior to your wedding there is a +25% surcharge If guest names are received less than 3 weeks before the wedding there is a +50% surcharge If guest names are received on the week of the wedding there is a surcharge of +100%

To help us all to keep a check, please complete the following:

<input checked="" type="checkbox"/> or <input checked="" type="checkbox"/>		Wedding date minus 4 wks.	
Shall we send you a place names template now ?	Wedding date	Latest date template to be received at Susan O'Hanlon	

**9. TABLE PLANS**


or  Wedding date

Our table plans are a free gift to our customers if received 4 weeks prior to the wedding.		Latest date to be received at Susan O'Hanlon ⇨
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**10. TABLE NUMBERS / NAMES**

or

We will be ordering table numbers	
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 Please allow 4 weeks between ordering and receiving your stationery unless a fast-track service has been agreed

## 11. THANK YOU CARDS

Please select your Thank you cards by marking with a  Please note: Envelopes are included in the price.

Laura		Elizabeth		Millie		Alice		Clemmie		Grace		<b>PRICE £</b>
Bespoke Thank you cards using an image from our wedding (price depends on no. ordered)												price on applicn

## 12. POST & PACKING

Please add Postage & Packing to your Final Order Value

Your Invitations will be dispatched by Royal Mail Guaranteed Next Day Delivery or by overnight Courier Service

We reserve the right to send parcels by alternative carriers.

We reserve the right to charge actual cost of postage, but know from experience that rates below are accurate estimates and will be used as the basis for payments in advance.

	Up to 50	51-80	81 plus	<b>PRICE £</b>
Invitations (total of day & evening)	10.00	16.00	22.00	
Orders of Service	10.00	16.00	22.00	
Menus	6.00	12.00	22.00	
Table plans	6.00			
Place names	6.00	6.00	12.00	
Thank you cards	10.00	16.00	19.00	

## 13. PAYMENT

Please note: Payment in full must be made with each order.

Please add V.A.T. at 17.5 % to all orders

Many of our customers order invitations but wait until later to order their Orders of Service, place names, Menus etc. This is fine. In this case you should pay for your invitations and make payment for the other items later - when you have seen your celebrant & agreed the service, have agreed your Menu with your Venue and know which of your guests will be attending.

Total due for all stationery being ordered now (please add up all amounts in right-hand column of all pages)	<b>PRICE £</b>
Post and packing costs on stationery being ordered now (please use table above)	<b>PRICE £</b>
VAT (VAT is calculated at 17.5% of total order)	<b>PRICE £</b>
Total due for payment please	<b>PRICE £</b>

Method of payment please tick

Cheque enclosed (Cheques should be made payable to Susan O' Hanlon)		Credit card details attached (Please fill in details below)	
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Mastercard		Visa		Switch	
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Card number.....

Card expiry date..... issue number (Switch) ..... valid from date .....

Card holder Name ..... Signature .....

Registered address of card (if different from bride's address).....

### CONDITIONS OF SALE

1 Prices are liable to change from time to time. Customers will be charged the prices that are current at the time of order/payment

2 Delivery may be made by Royal Mail Recorded Delivery, Special Delivery, or any other carrier.



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- 3 The Seller will use its best endeavours to dispatch the Goods on the date agreed with the Buyer
- 4 The Seller shall not be liable for any loss or damage due to failure by the Seller to dispatch or deliver the Goods promptly or at all, and notwithstanding that the Seller may have delayed sending or delivering the Goods promptly the Buyer shall be bound to accept delivery and to pay for the Goods in full
- 5 The Buyer shall make all arrangements necessary to take delivery of the Goods whenever they are tendered for delivery
- 6 The Buyer shall be deemed accept the Goods within 24 hours of Delivery. Goods not accepted within that time to be returned to Seller within 7 days.
- 7 Risk passes on Delivery
- 8 Postage of Invitations will be made when payment has been received in full, to include the postal charge
- 9 No responsibility is accepted by the Seller for any damage whatsoever to the Goods in transit or for Goods lost in the post