

# Wire & Crystal

Wire & Crystal  
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## WEDDING STATIONERY ORDER FORM

Please use BLOCK CAPITALS—please continue on an extra sheet if necessary.

To place your order please post the following items to us:

- An order form completed in full
- Your card and insert proofs, with your initials on the back in pencil
- A cheque for the appropriate payment made payable to 'Sarah Sarkies'

### 2007/2008 Weddings

Book your place now to avoid disappointment. To book a place in the diary please fill out a booking form and send it with a £25.00 deposit and we will contact you.

**EXPRESS ORDERS** – If your order is urgent (within 14-21) days then please call 01788 846210, a £25.00 charge applies to express orders.

CUSTOMER DETAILS		DELIVERY DETAILS (IF DIFFERENT)	
Mr/Mrs/Miss	First Name	Surname	
Address			Address
Postcode			
Phone Number			
Mobile Number			
Email			
Where Did You Hear About Us?			

WEDDING DETAILS					
Bride's Name & Title (as you wish it printed)					
Groom's Name & Title (as you wish it printed)					
Name of the hosts (& relationship to the bride)					
Ceremony Venue	Name				
	Address				
	Day & Month	Year	2006	Time	2.30pm
Wedding Breakfast Venue	Name				
	Address				
Evening Reception Venue	Name				
	Address				
	Time				
RSVP	Address				
	Reply Date				
Other information – Please make requests for any personalised requirements, (e.g. wording, colour) here, including a separate sheet if necessary and include colour watches, special spellings etc.					

STATIONERY DETAILS			
Font (see sample fonts below)			
Board Colour	<input type="checkbox"/> White	<input type="checkbox"/> Ivory	<input type="checkbox"/> Cream
Board Texture	<input type="checkbox"/> Smooth	<input type="checkbox"/> Hammer	<input type="checkbox"/> Laid
Insert Paper Colour	<input type="checkbox"/> White	<input type="checkbox"/> Ivory	<input type="checkbox"/> Colour _____ (extra cost for coloured)
Envelope Colour (Invites Only)	<input type="checkbox"/> White	<input type="checkbox"/> Ivory	<input type="checkbox"/> Colour _____ (extra cost for coloured)
Insert Wording – Please provide any wordings on a separate sheet in BLOCK CAPITALS			

**SAMPLE REQUESTS** – A deposit of £3.00 is required per sample, this is refunded on return of the undamaged samples, or placement of an order.

STATIONERY ORDER						
Item	Design Name	Size	Colour Scheme	Price	Quantity	Total (£)
Card Sample		<input type="checkbox"/> C6 <input type="checkbox"/> Tall & Slim <input type="checkbox"/> DL <input type="checkbox"/> Square				
Save The Date		<input type="checkbox"/> Postcard <input type="checkbox"/> Luggage Tag				
Wedding Invitation		<input type="checkbox"/> C6 <input type="checkbox"/> Tall & Slim <input type="checkbox"/> DL <input type="checkbox"/> Square				
Evening Invitation		<input type="checkbox"/> C6 <input type="checkbox"/> Tall & Slim <input type="checkbox"/> DL <input type="checkbox"/> Square				
RSVP Card		<input type="checkbox"/> Postcard				
Order Of Service		<input type="checkbox"/> C6 <input type="checkbox"/> Tall & Slim <input type="checkbox"/> DL <input type="checkbox"/> Square				
Menu		<input type="checkbox"/> Postcard <input type="checkbox"/> C6 <input type="checkbox"/> Tall & Slim				
Place Setting		<input type="checkbox"/> Flat Style <input type="checkbox"/> Folded Style				
Table Name/Number		<input type="checkbox"/> Postcard				
Table Plan		<input type="checkbox"/> Regular A2 <input type="checkbox"/> Large A1				
Guest Book		<input type="checkbox"/> Regular 28 pages				
					Total	
					Carriage	
					Sample Deduction	
					Design Fee Deduction	
					Express Service	
					Grand Total	
					50% Deposit	

Continue on a separate sheet if necessary. Please **sign, date and return** your proof with your order.

Please sign to confirm your details are correct.

Signed	
Date	

**A 50% deposit is required for all orders over £150, for orders under £150 or orders required under 6 weeks from the receipt of the order, full payment is required at the time of ordering. The remainder of the payment is due one week before the completion of your order. We accept payments by cheque, made payable to 'Sarah Sarkies'.**

## CARD SIZES

Regular	Tall & Slim	74 x 210mm	Large	DI	99 x 210mm
Regular	C6	105 x 148mm	Large	Square	140 x 140mm
Small	Square	89 x 89mm			

## FONTS

Below are the most popular fonts, some of the card collections use a special font and we will match the inside lettering to the same font, if you have a particular font you require then please let us know.

Arial: To Celebrate The Marriage Of	Bernhard: To Celebrate The Marriage Of	Bradley Hand: To Celebrate The Marriage Of
Century Gothic: To Celebrate The Marriage Of	Harrington: To Celebrate The Marriage Of	Papyrus: To Celebrate The Marriage Of
Salsa Mangos: To Celebrate The Marriage Of	Tempus Sans: To Celebrate The Marriage Of	Vivaldi: To Celebrate The Marriage Of

## INSERT WORDING

Below are just some sample wordings, these are just a guide and we ask that you type your wordings for invitations, order of service and menus and send it to us as a Word Document or in an email.

<p>Wedding Invitation 1</p> <p>_____</p> <p>Mr &amp; Mrs P Jones Would like you to join them to celebrate the marriage of their daughter</p> <p>Jayne To Mr Andrew Taylor</p> <p>At St Paul's Church, Rugby On Saturday 2nd September At 1pm</p> <p>And afterwards at Brownsover Hall, Rugby</p>	<p>Wedding Invitation 2</p> <p>Mr &amp; Mrs P Jones Request the pleasure of the company of</p> <p>_____</p> <p>At the marriage of their daughter</p> <p>Jayne To Mr Andrew Owen Taylor</p> <p>At St Paul's Church, Rugby On Saturday 2nd September At 1pm</p> <p>And afterwards at Brownsover Hall, Rugby</p>	<p>Wedding Invitation 3</p> <p>Mr &amp; Mrs P Jones Are delighted to invite</p> <p>_____</p> <p>To celebrate the marriage of their daughter</p> <p>Jayne To Mr Andrew Owen Taylor</p> <p>At St Paul's Church, Rugby On Saturday 2nd September At 1pm</p> <p>And afterwards at Brownsover Hall, Rugby</p>
<p>Wedding Invitation 4</p> <p>Jayne And Andrew</p> <p>Would like to invite you to their wedding At St Paul's Church, Rugby On Saturday 2nd September At 1pm</p> <p>Followed by a reception at Brownsover Hall, Rugby</p> <p>R.S.V.P Address Here</p>	<p>Evening Invitation 5</p> <p>_____</p> <p>Mr &amp; Mrs P Jones Would like you to join them at an evening reception following the marriage of their daughter</p> <p>Jayne To Mr Andrew Taylor</p> <p>At Brownsover Hall Rugby, 7pm</p>	<p>Evening Invitation 6</p> <p>Jayne And Andrew</p> <p>Together with their parents Are delighted to invite</p> <p>_____</p> <p>For an evening reception following their marriage</p> <p>At Brownsover Hall Rugby, 7pm</p>
<p>R.S.V.P 1</p> <p>_____</p> <p>Would be delighted to accept Unfortunately cannot accept Your kind invitation to celebrate the marriage of</p> <p>Jayne &amp; Andrew</p> <p>Number of vegetarian meals required ___</p>	<p>R.S.V.P 2</p> <p>Thank you for your kind invitation</p> <p>_____</p> <p>Will/will not be able to accept</p> <p>If you have any special dietary requirements could you please state below</p> <p>_____</p>	<p>Save The Date</p> <p>Jon &amp; Sarah</p> <p>Are getting married! On 10th April 2006 At Brownsover Hall, Rugby</p> <p>Please save the date... ...a formal invitation will follow.</p>

## PRICING

Design	Price Band	Design	Price Band	Design	Price Band
Beaded Hearts	C	Hearts & Wires	C	Retro	B
Buttons n' Bows	C	Heart Strings	C	Romance	D
Elegance	B	Heart To Heart	A	Simple Flower	A
Flower Trio	A	Heart Trio	A	Triple Wire	B
Flyaway	C	Love Tags	B	Tropical	B
Gerbera	C	Love Whispers	C	Tutti Fruitti	C
Gingham	B	Midnight Hearts	B	Tying The Knot	C
Hearts & Bows	B	Pink Diamonds	B	Vogue	C
Hearts & Ribbons	B	Prestige	A		

Item	Band A	Band B	Band C	Band D
Standard Size Card	£2.10	£2.40	£2.70	£3.00
Thank You	£1.80	£2.10	£2.40	£2.70
Order Of Service - 2 Page	£2.20	£2.50	£2.80	£3.10
Place Setting	£0.90	£1.20	£1.50	£1.80
Table Number	£1.40	£1.70	£2.00	£2.30
Menu - Postcard Style	£1.65	£1.95	£2.25	£2.55
Menu - Folded Style	£2.10	£2.40	£2.70	£3.00
Table Plan - A2 420x594mm	£35.00	£40.00	£45.00	£50.00
Table Plan - A1 594x841mm	£45.00	£50.00	£55.00	£60.00
Guest Book - A5 150x210mm	£20.00	£22.00	£24.00	£26.00
Keepsake Box	£24.00	£26.00	£28.00	£30.00

Note: The Postcard style RSVP and Save The Date cards are undecorated, embellishments can be added at an extra cost.

Specials/Extras	Price	Specials/Extras	Price
Save The Date/RSVP - Postcard	£0.80	Order Of Service - Extra Page	+£0.40
Save The Date/RSVP - Tag	£1.00	Special Paper Inserts (e.g. Vellum)	+£0.05
Menu/Thank You Scroll	£0.50	Large Size Card (DL & Square)	+£0.50
Favour Tag (Vellum or Paper)	£0.40	Place Setting - Print Name	+£0.20
Small Square Card - No Insert	£1.50	Coloured Envelope (min 100)	+£0.25
Plain Vellum Overlay Card	£1.75	Duplexing	+£0.20
Gift Shaped Card	£1.50	Aperture Card	+£0.50
A6 Insert (e.g. Menu)	£0.20	Cheque Book Style Card	+£0.30
A5 Insert (e.g. Menu)	£0.40	Express Service	£25.00

## TERMS & CONDITIONS

Deposit	<p>Orders cannot begin without a completed order form and a deposit. A 50% deposit is required for all orders over £150, for orders under £150, or orders required under 6 weeks from the receipt of the order full payment is required at the time of ordering. We accept payments by cheque, made payable to 'Sarah Sarkies'. Payment of the deposit is understood to be acceptance of the terms and conditions</p> <p>This deposit is non-refundable any orders cancelled less than 6 weeks before the wedding are liable for full payment. Final payment is due when the order is dispatched. Payment of the deposit is understood to be acceptance of these terms and conditions.</p>
Delivery	<p>Delivery is usually by Royal Mail Special Delivery; Sarah Sarkies reserves the right to use other carriers. Whilst every care is taken to pack the order Sarah Sarkies cannot be held liable for loss or damage in transit.</p>
Alterations	<p>The client agrees to notify Sarah Sarkies immediately of any changes to names, addresses, dates etc. We will endeavor to make any changes free of charge if production is not in process.</p>
Our Products	<p>The client should be aware that our products and packaging are not suitable for children. As all wedding stationery items are handmade the client accepts there will be slight variations between items. We cannot be held responsible for the natural aging of products. If the client orders wedding stationery in stages then Sarah Sarkies cannot guarantee continuity of design. Sarah Sarkies has made every attempt to represent our products as accurately as possible and any images we publish are for illustrative purposes only. Colour reproduction is as accurate as possible via the various mediums. The client can be certain that the proof is an accurate representation of the final product.</p>
Copyright	<p>All artwork and designs are copyright of Sarah Sarkies. The client is responsible for obtaining permission for printed reproduction of any material, poems, hymns, songs etc that is requested by the client. The client indemnifies Sarah Sarkies against any action brought against it for breach of a third parties copyright.</p>
Proofs	<p>While we take every care in producing your proofs it is the responsibility of the client to proof read any text prior to printing. Proofs must be signed, dated and returned or confirmed via email. Once the proofs have been signed off any further alterations may incur an additional charge.</p>
Express Service	<p>For some designs an express service may be available for cards required within 14-21 days, there is an extra charge of £25.00 for this on top of the price of your order.</p>
Samples	<p>Sarah Sarkies will provide one initial design change of £10.00, refundable against the placed order. Any subsequent design alterations may incur a further design fee. Sarah Sarkies will issue a quote for the final product based on the client's chosen design.</p>
Miscellaneous	<p>Sarah Sarkies will endeavor to supply the client as agreed but cannot be held liable for situations beyond her control, for example, discontinued materials and postal disputes. In such cases a suitable alternative will be made available.</p>