


Order Form

Cards by Sue 

✉ 10 Folders Gardens, Burgess Hill. West Sussex RH15 0FY
✉ enquiries@cardsbysue.co.uk
☎ 01444 239639
🌐 www.cardsbysue.co.uk

Please complete in **BLOCK CAPITALS**
Please attach any further information on a separate sheet
Please consult attached Ordering Information sheet for ordering details

Customer Details

Title	First Name	Surname
Address		
Tel. Home	Work	Mobile
Email Address		

Wedding Details *(as you would like them to appear on your invitations)*

Wedding Date	
Host Names	
Bride's Name	Groom's Name
Church/Venue Name & Address	Ceremony Time
Reception Venue	Evening Reception Time
RSVP Address (and phone number of required)	RSVP Date (if required)

Wedding Stationery Details

Design Name	
Colour Scheme	
Font Style (please refer to Wording & Fonts sections on the attached Ordering Information Sheet)	Wording No. (please refer to Wording & Fonts sections on the attached Ordering Information Sheet)
Reply Card - please ✓ (please state whether you would like a vegetarian option printed onto your reply card)	
Number of Vegetarians..... <input type="checkbox"/> N/A..... <input type="checkbox"/>	
Will you be placing an additional order for further items at a later date – please ✓	
Yes..... <input type="checkbox"/> No..... <input type="checkbox"/> Undecided..... <input type="checkbox"/>	
Please suggest a delivery date (it usually takes 6 weeks to complete an order from approving proofs of your wedding stationery)	

Item	Quantity	Item Price (£)	Total Price (£)
Design Range			
Save the Date			
Day Invitation			
Evening Invitation			
Reply Card & Envelope			
Guest Information Card			
Order of Service/Day			
Menu (to go inside each invitation)			
Menu (single sided)			
Menu (invitation style)			
Menu (three sided & tied with satin ribbon)			
Placecard – Design Only			
Placecard – Design & Name			
Thank You Card – Without Design			
Thank You Card – With Design			
Table Number/Name Card			
Optional Extras			
Guest name printing on day invitations			
Guest name printing on evening invitations			
Envelope name & address printing on day invitations			
Envelope name & address printing on evening invitations			
Accessories			
Table Plan Unframed – Up to 10 Tables			
Table Plan Framed – Up to 10 Tables			
Number of Extra Tables			
Guest Book			
SUB TOTAL			
5% DISCOUNT ON ORDERS OVER £500			
POSTAGE & PACKING*			Postage & Packing costs will be added to your final invoice.
<p>If you are only ordering s guestbook then the charge for postage and packing is £5.00. Small parcels (less than 2kg) will be charged at £12.00 per delivery. Large parcels (more than 2kg) and table plans will be charged at £22.00 per delivery. *Please see terms & conditions for full postage details.</p>			
TOTAL			

<p>Payment – please ✓</p> <p>50% deposit enclosed <input type="checkbox"/> (Please make cheques payable to Cards by Sue).</p> <p>Full payment enclosed <input type="checkbox"/> (If wedding stationery is to be delivered within 6 weeks of an order being placed then payment must be made in full at the time of ordering (please email us with your order and we will work out the postage costs for you).</p> <p>PayPal Payment <input type="checkbox"/> (We will email your invoice once your order is received. Please note your order is only confirmed once your payment has been received).</p> <p>Please note any outstanding balance is due 4 weeks before the delivery date of your wedding stationery.</p>	<p>Cheque Amount</p> <p>£.....</p>
---	---

I have read and agree to the Terms & Conditions:
(these can be found on the back of the accompanying letter or on our website)

Signature.....

Date.....

Ordering Information

How To Order

- Cards by Sue only accepts wedding stationery orders from customers who have a UK postal address.
- Please contact us to check we have availability before you place your order.
- To order your wedding stationery please complete the order form and return it to cards by Sue.
- If you are paying by cheque please enclose your 50% deposit with your order form. Your order is only confirmed once your payment has been received. Please make cheques payable to Cards by Sue.
- If you are paying by card we will invoice you by email for the 50% deposit. Your stationery order is only confirmed once your payment has been received.
- If you want your wedding stationery to be delivered within 6 weeks of your order being placed then payment must be made in full at the time of ordering (please email us with your order and we will work out the postage costs for you to add to your order).
- We recommend that you order all of your wedding stationery at the same time. This minimises the risk of colour variations in different batches of card and papers if stationery is ordered at different times. Also, depending on our workload we may not have the time available to complete additional items should you order them at a later date.
- We advise on ordering 10% extra invitations to cover for extra guests invited, writing errors etc.
- Any outstanding balance is due 4 weeks before the delivery date of your wedding stationery.
- Once we have received your deposit we will email send you an email confirming your order details including delivery date.

Timing

- It is advisable to order your wedding stationery at least six to nine months in advance of your wedding. Please note that we get extremely busy during March to September and therefore it is advisable to confirm your order as soon as you are able. We book work on a first come first serve basis once deposits have been paid and cannot book work in otherwise.
- It is usual to send out wedding invitations at least 12 weeks before the wedding.
- In order for you to receive your order in plenty of time we will need 6 weeks to complete your order from receipt of your approved proofs. If you would like to receive your invitations sooner then we will do our best to meet your request.
- Please note that on occasions when Cards by Sue is extremely busy, particularly March to September, it may take longer than 6 weeks to complete your order.

Product Information

Save the Date - These are a great way of notifying your guests of your wedding a long way in advance. They are also particularly useful if your wedding is going to be at a popular time of year, such as during school holidays, so that you ensure your guests won't book a holiday at the same time as your wedding! Our Save the Date cards are available in all wedding stationery designs.

Day and Evening Invitations - Printed inserts and wedding invitation envelopes are included in the price. On our order form there are some suggestions of wording that can be used in your wedding invitation. However, we are more than happy for you to supply your own wording. For a small extra charge we can print the name of your guest on each wedding invitation and their name and address on each invitation envelope. This could save you a lot of time and also looks extremely professional! If you want us to print your guest names on the invitation and their name and address on the envelope full details must be supplied on cd or by email in the appropriate format (ideally in a Word or Excel document).

Reply Card & Addressed Envelope - RSVPs are great as they encourage your guests to respond quickly and easily to your wedding invitation. They also enable you to find out which of your guests require a vegetarian dinner or have special dietary requirements. Our RSVPs are placed on a card that matches the colour scheme for your wedding. The RSVP envelope is printed with your address.

Guest Information Cards - Guest information cards are a good way of highlighting the finer details to your guests. You can choose to show whatever information you like on this card. For example you might want to show full address details for the reception, details for the children's dinner menu and the gift list details. Information cards are of different sizes depending on the invitation you choose.

Order of Service & Order of the Day - Order of Service are used for a religious ceremony whereas Order of the Day is used for Civil Ceremonies. Each welcomes your guests to your wedding ceremony and lets them know exactly what will happen and when. They contain the wedding service, readings, hymns and prayers if appropriate. We will provide you with a sample of an Order of Service or Order of the Day card to show the details that you need to provide. These details can be provided once they have been confirmed. Please note that for Order of Service and Order of the Day the price includes a maximum of 4 printed sides. Any extra printed pages will incur an additional cost of 75p per page (4 sides).

Menus - Our menus show the food that your guests will be eating at the Wedding Breakfast. They can also show the toasts if you require. The three sided menus are great as on one side you can show the table name/number, on the second side you can show the menu details and on the third side you can show the toasts. Details of your menu choice can be provided at a later date once it has been confirmed with your venue.

Placecards - Place cards are a great way for your guests to find their seats easily and quickly. They also look beautiful on the table if you have matching menus and table number/name cards. If you have chosen to have your guest's names printed onto the placecards the names can be supplied by email or on disc at a later date once all the RSVPs have been received.

Table Plans - Table plans are a quick and easy way for your guests to find out which table they are seated at. They also look amazing outside the reception hall and work really well with matching menus, place cards and table names/numbers. Our table plans are handmade to order and the design of the table plan will vary depending upon the number of tables. Table plans are available in all designs and can come framed or unframed. You can also keep your table plan forever and it is a wonderful reminder of all your guests who shared your wedding day with you. You will need to supply a complete list of guest's names (as you would like them to be shown), under the correct table number. The layout of the table plan is dependant upon the number of guests and tables.

Table Numbers/Name Cards - Table numbers/name cards show the design you have chosen, along with the table name or number, on a card which can be slotted into a stand or can be free standing. The design is shown on both sides. If you require a different alternative for your venue then please let us know.

Guest Books - Our guest books are available in all designs and colours. It's wonderful to be able to look back in your guestbook after your wedding day and read all the lovely messages your guests wrote to you.

Thank You Cards - Thank you cards are available with or without the design. Thank you cards can be left blank for you to write your own personal message or you can choose to have a standard message printed on each thank you card.

Fonts

Below is a list of fonts that can be used on the front of your invitation and on your inserts. Please choose one font from the list below and place your choice in the 'Font Style' part of the Order Form.

Font 1	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 2	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 3	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 4	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 5	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 6	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 7	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 8	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 9	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 10	<p><i>Wedding Invitation</i> <i>Mr and Mrs G. Peterson</i> <i>request the pleasure of the company of</i></p>
Font 11	<p>WEDDING INVITATION MR AND MRS G. PETERSON REQUEST THE PLEASURE OF THE COMPANY OF</p>

Wording

The wording examples shown below are just a guide. You can either choose one of these or use your own wording. If you want to use wording from one of the examples below please place the reference number (1-9) in the 'Wording' section of the Order Form. If you would like to use your own wording then please provide details on a separate sheet.

Invitation Wording 1 Bride's Parents Hosting	Invitation Wording 2 Bride's Parents Hosting	Invitation Wording 3 Bride's Parents Hosting
<p><i>Mr & Mrs Ian Watts request the pleasure of the company of</i></p> <p>.....</p> <p><i>to celebrate the marriage of their daughter Emma to Mr Mark David Holmes at St. George's Church, Brighton on Saturday 13th June 2009 at 2.30pm and afterwards at The Manor House, Brighton</i></p>	<p><i>Mr & Mrs Ian Watts would like you to join them to celebrate the marriage of their daughter Emma to Mark Holmes at St. George's Church, Brighton on Saturday 13th June 2009 at 2.30pm</i></p> <p><i>The reception afterwards will be held at The Manor House, Brighton</i></p>	<p>.....</p> <p><i>Mr & Mrs Ian Watts invite you can join them to celebrate the marriage of their daughter Emma to Mark Holmes at St. George's Church, Brighton on Saturday 13th June 2009 at 2.30pm and afterwards at The Manor House, Brighton</i></p>

Invitation Wording 4 Bride & Groom's Parents Hosting	Invitation Wording 5 Bride and Groom Hosting	Invitation Wording 6 Bride and Groom Hosting
<p><i>Sarah and Ian Watts together with Jane and Steve Holmes have great pleasure in inviting</i></p> <p>.....</p> <p><i>to celebrate the marriage of their children Emma to Mr Mark David Holmes at St. George's Church, Brighton on Saturday 13th June 2009 at 2.30pm and afterwards at The Manor House, Brighton</i></p>	<p><i>Miss Emma Clare Watts & Mr Mark David Holmes request the pleasure of the company of</i></p> <p>.....</p> <p><i>to celebrate their marriage at St. George's Church, Brighton on Saturday 13th June 2009 at 2.30pm and afterwards at The Manor House, Brighton</i></p>	<p><i>Emma Watts & Mark Holmes would like you to join them to celebrate their marriage at St. George's Church, Brighton on Saturday 13th June 2009 at 2.30pm</i></p> <p><i>The reception afterwards will be held at The Manor House, Brighton</i></p>

Invitation Wording 7 Bride and Groom Hosting	Invitation Wording 8 Bride and Groom Hosting	Invitation Wording 9 Your Own Wording
<p>.....</p> <p><i>we would like to invite you to join us to celebrate our marriage at The Manor House, Brighton on Saturday 13th June 2009 at 2.30pm Followed by an Evening Reception Emma & Mark</i></p>	<p>.....</p> <p><i>Emma Watts & Mark Holmes would like to invite you to join them to celebrate their marriage at The Manor House, Brighton on Saturday 13th June 2009 at 2.30pm and afterwards at The Manor House, Brighton</i></p>	<p><i>Don't forget you can choose your own wording</i></p> <p><i>Please supply the details on a separate sheet along with your order form</i></p>