

## ORDER FORM : WEDDING

### SECTION 1: CUSTOMER DETAILS

Name:	
Address:	
Postcode:	
Telephone Number	Day: Evening:
Email address:	

### SECTION 2: DELIVERY DETAILS (if different from above)

Name:	
Address:	
Postcode:	
Telephone Number	Day: Evening:
Email address:	

### SECTION 3: ORDER DETAILS

Collection (e.g. Elegance)				
Design (e.g. Crystal Heart)				
Colour Scheme (please send any colour swatches you want us to match)				
STATIONERY REQUIREMENTS	QTY	REMARKS	UNIT PRICE (£)	QTY x UNIT PRICE (£)
Invitation Day (100 x 210mm)				
Invitation Day (104 x 152mm)				
Invitation Evening (104 x 152mm)				
- Optional Name printing per invitation			0.35	
Standard RSVP w/envelope			0.85	
Order of Service				
Thank You				
Menu				
Placecard				
- Optional Name printing per placecard			0.35	
Favour Tag				
- Optional Name printing per tag			0.35	
Favour Box				
Table Number				
Table Plan				
Guest Book				
Photo Album				
Post and Packaging (£) (Charged at £6 per delivery for all UK orders)				
Post and Packaging (£) (Price on Application for all International Orders)				
			<b>TOTAL PRICE (£)</b>	

#### SECTION 4: PERSONALISATION DETAILS

Please complete the information below. This will enable us to prepare sample proofs for your Invitations and RSVP cards. For all other items you have ordered (e.g. Order of Service), we will discuss the information we require from you closer to your Event. This is because we understand you may not have all this information available at time of placing your order.

<b>INVITATIONS and RSVP (please enter information as you would like it printed)</b>	
Name(s) of those inviting the guests	
Name of the Bride	
Name of the Groom	
<b>CEREMONY INFORMATION (please enter information as you would like it printed)</b>	
Name of the church/venue	
Address of the church/venue	
Day of Wedding	
Date of Wedding	
Time of Wedding	
<b>RECEPTION DETAILS (please enter information as you would like it printed)</b>	
Name of the Wedding Reception	
Address of the Wedding Reception	
Name of the Evening Reception (if different from Wedding Reception)	
Address of the Evening Reception (if different from Wedding Reception)	
Time of the Evening Reception	
<b>RSVP DETAILS (please enter information as you would like it printed)</b>	
Reply address:	
Postcode:	
<b>OTHER DETAILS</b> (please enter any additional required invite information not already covered in this section e.g. own invitation wording, guest list – attach any additional sheets, or send information by email to enquiries@paperlantern.co.uk)	

<b>SPECIAL INSTRUCTIONS</b> (please add any additional instructions)	
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## SECTION 5: CONFIRMATION

Tick off the items in the checklist below to confirm you have entered all the information required accurately, and provided all additional items required for your order

All required boxes completed		50% payment (non-refundable) enclosed	
Additional sheets of information attached		Read Terms and Conditions overleaf	

I confirm that I have checked the details of this order and that I have read and understood the Terms and Conditions.

Customer signature:	Date:
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Please send this completed order form and a cheque for 50% of the value of the order (made payable to paperLantern) to Amelia Mansell, paperLantern, 14 Hathaway Lane, Stratford upon Avon, Warwickshire, CV37 9BJ. Do not send cash by post.

On receipt of your order and deposit, we will send you an information pack. This will include:

- A proof of your customised design for approval.
- Information on available fonts and other personalisation options available to you.
- An action plan explaining what happens next, along with expected delivery dates.

If you need any help filling out any of the details, or have any questions, please call us on +44 (0)1789 261982.

## SECTION 6: TERMS AND CONDITIONS

Our terms and conditions as of 19<sup>th</sup> June 2004. The 'Client' refers to the person placing the order with us.

### Payment

- 1) A 50% deposit is required when placing the order. This deposit is non-refundable. The remaining balance is required on acceptance of the final proofs and prior to manufacture.
  - 2) An order will not be despatched to the Client until final payment is received.
- Manufacture
- 3) All our cards are individually handmade and are therefore subject to minor variations.
  - 4) Small items such as beads, wire and glass tiles are used in the manufacture of our cards. Whilst every effort is made to secure these items, the delicate nature of the card means they are not suitable for children and should be kept out of their reach at all times.
  - 5) Manufacture of cards will only commence once final payment and proofs (signed and dated) have been received from the Client.
  - 6) Any changes made to the order once manufacture has commenced may incur additional charges.
  - 7) Unless by prior agreement, a minimum lead time of 4 - 6 weeks should be allowed from receipt of final payment and proofs to delivery of the order.

### Delivery

- 8) We aim to despatch orders within 4 - 6 weeks from receipt of final payment and proofs. We will notify you immediately if this timeline cannot be met.
- 9) Prior agreement is required for express orders. We will aim to do this free of charge, but may incur an additional charge of up to 20% depending on our order books at the time.
- 10) There is a standard UK post and packaging charge of £6 per delivery. Deliveries outside the UK will be charged on an individual basis.
- 11) We cannot take responsibility for late delivery due to factors outside our control (e.g. postal strike).

### Cancellation

- 12) In the event of cancellation, we will retain the 50% deposit.
- 13) If cancellation is made after we have received the final proofs, we will retain the 50% deposit. In addition, we reserve the right to retain the final payment, to cover any additional costs we may have incurred.
- 14) We will not refund or exchange goods unless they are faulty. Your statutory rights are not affected.

### Copyright

- 14) All copyright and design rights associated with our designs belong to paperLantern. This includes the designs, any variations of the design (which may have been tailored specifically for a client) and the final products themselves.

### Pricing

- 15) Prices may be subject to change from time to time. Clients will be charged the price that is agreed at the time of placing the order.