



Order Form

Wedding Stationery

Please use BLOCK CAPITALS when completing this form, if you require any assistance please do not hesitate to contact us at info@jollielolliedesigns.com or alternatively telephone the studio on 01924 862204.

Where did you hear about us: _____

Date of Order: _____

Client Invoice Details

Delivery Address (if different to invoice address)

Name	Name
Address	Address
Postcode	Postcode

Telephone Number:

Mobile Number:

Email:

Wedding Details

Hosts names as printed (and their relationship to the bride)	
Bride's Name (& Title as you would like it to be printed)	
Groom's Name (& Title as you would like it to be printed)	
Name & Address of the ceremonial venue	
Wedding Day/Date and Time (as you would like it to be printed)	
Name & Address of the Wedding Reception Venue	
Name and Address of Evening Reception Venue (if different from the Wedding Reception)	
Time of Evening Reception	

RSVP Address and/or Telephone Number	
RSVP Reply Date	
Preferred Delivery date for stationery (to be agreed)	

Wedding Stationery Requirements

Item	Description & colour	Quantity	Price per item:	Total Amount
Save the Date				
Day Invitation				
Evening Invitation				
RSVP Card				
Place Card				
Menu				
Order of Service				
Order of the Day				
Thank you Cards				
Guest Names printed on Day/Evening Invitations			0.25p per invitation*	
Guest names printed on place cards			0.25p per place card*	
Favour boxes				
Framed Table Plan				
Table Names/Numbers				
Guest Book				
Signing Frame				
Invitation Mailing Boxes	Only available in White			

Subtotal Price

£

Postage & Packing Cost:

£

Invoice Total

£

50% non-refundable deposit required at time of order

£

We will forward you a Final invoice which is payable shortly before delivery

Postage for table plans and signing frames will be calculated separately as these are fragile and need extra care

We can accept payments from Credit & Debit Cards, Cheques and Postal Orders.

If paying by Cheque or Postal Order please make these payable to Jollie Lollie Designs Limited

If you require Guest Names printing on your stationery such as Invitations and place cards, we ask that this be provided to us via email, in a Word or Excel format. If this is not available, you can provide a hand written list. Jollie Lollie Designs will charge £10.00 to convert this list into a word document for you and will be posted to you for approval. Jollie Lollie Designs will not be liable for any spelling errors after written approval has been received.

Font Styles and Wording will be discussed via telephone and subsequent design styles will be forwarded via email or post for approval.

Please supply wording for 'Menu's', 'Order of the Day', or 'Order of Service' on a separate sheet of paper in Block Capitals or by email (which is preferred). If you do not have these at the time of order please tick here () and advise us when you will be supplying these to allow for production slots to allocated.

We have a vast range of card colours with Ivory & White being the most popular, if you require another colour please contact the studio on 01924 62204 for details.

If you are having an unusual colour scheme or even a simple one, we ask that if possible, you could send us a swatch of your chosen colour so that we can match ribbons, card etc to your requirements, we will then forward you ribbon/card swatch through to you for approval.

If you would like to DO IT YOURSELF and make your own invitations please contact the studio and we will be able to arrange for items to be delivered with instructions on how to do it yourself. Prices will be discounted for assembling and printing these yourself.

Favour boxes will be supplied empty ready for you to fill, or alternatively we can source chocolate dragees or sugared almonds or something different, please contact us with your requirements and we will be happy to help.

Additional Information/Instructions

Signed Print Name:	Dated:
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Please sign to confirm your details are correct, signing of this document is understood to be acceptance of the Terms & conditions of Jollie Lollie Designs Limited, these can be found on our website or alternatively we can email or post these to you.

If you have any questions at all please contact the studio on 01924 862204 or alternatively email info@jollielolliedesigns.com

PLEASE SEND YOUR COMPLETED ORDER FORM, DEPOSIT PAYMENT AND ANY ADDITIONAL INFORMATION TO:
JOLLIE LOLLIE DESIGNS LIMITED, THE STUDIO, 2 WHITE COURT, CROFTON, WAKEFIELD, WF4 1TB