

ordering your wedding stationery from *Special Day*

Please complete all pages of the order form for the stationery you wish to order. All wedding invitations, evening invitations, reply cards and thank you cards are supplied with envelopes. All text will be typed in upper and lower case in black ink unless stated otherwise on your order form.

Please ensure all text is clearly written and please highlight any unfamiliar spellings or phrases. Please ensure all payment details are supplied with the order.

To prevent queries please ensure the following items are included on each part of the order form where applicable: Ink Colour, Lettering Style, Quantity, Item Number, Wording Choice and Ribbon/Insert Colour.

Additional Extras:

Proofs: Should you wish to receive a black and white email proof of your wording in the typestyle chosen, an extra cost of £5.00 per item will be charged. An extra cost of £25.00 per item will be charged if you require a printed card proof.

Language: All invitations will be printed in English, however if you would like us to print another language a charge of £25.00 will apply and a copy of the text will need to be provided.

Coloured Inks: As stated all items are printed in standard black ink, however you may choose from the range of ink colours opposite for an extra £5.00 per item.

Service: We require 5 working days to process your order with a small charge of £6.50 per order for P&P.

Express Service: You may upgrade your order to an express order for an additional charge of £50.00. Please tick the relevant box on the order form. We must receive your order before 10.00am to enable us to despatch it the same day.

No Quibble Guarantee: If you are not completely satisfied with any product purchased from us, simply return it postage paid for a full refund.

Delivery: **Will be by courier and will be delivered between 8.30am - 5.30pm, Monday - Friday, within 2 - 3 days of us despatching your order. A signature will be required on delivery.**

Simply detach and post your order form in the envelope provided to:

Special Day, P.O. Box 8556, Nottingham NG11 1AD

or return by fax to

FREEphone Fax: 0800 072 5878

Alternatively place your order online at

www.specialdaydirect.co.uk

Place your order on the following pages for your personalised stationery including:

Wedding Invitations, Evening Invitations, Commitment Ceremony Invitations, Order of the Day, Order of Service, Save The Date Cards, Reply Cards, Thank You Cards, Place Cards, Baby Announcement Cards, Accessories, Keepsakes & Gifts

The wording options we provide are only suggestions and can be amended to suit your requirements.

Should you wish to choose your own wording please attach it to your order form or write it in the 'special instructions' box on the order form.

Should you need assistance with your wording please call our Customer Service Department on 0800 072 6585.

Special Day order form

OFFICE USE ONLY: ORDER NO.

OFFICE USE ONLY: ORDER DUE:

CATALOGUE CODE: **SD2**

EXPRESS ORDER YES NO (SEE PAGE 21 FOR DETAILS) PLEASE WRITE CLEARLY IN BLACK INK TO ENSURE ACCURACY

NAME _____

ADDRESS _____

POSTCODE _____

PHONE _____ FAX _____

EMAIL _____

DELIVERY ADDRESS (IF DIFFERENT FROM ABOVE) _____

POSTCODE _____

DATE OF ORDER _____

PERSONALISATION DETAILS PLEASE SUPPLY DETAILS BELOW (AS TO BE PRINTED) FOR ALL PERSONALISED ITEMS

HOSTS' NAMES _____

BRIDE'S NAME _____

GROOM'S NAME _____

WEDDING DATE _____

WEDDING VENUE _____

WEDDING TIME _____

RECEPTION VENUE _____

RECEPTION TIME _____

REPLY ADDRESS _____

PLEASE ENTER THE DETAILS OF THE STATIONERY YOU ARE ORDERING

	Wedding Invitations	Evening Invitations	Order of service/ Order of the day	Reply Cards	Thank You Cards	Place Cards	Baby Cards
QUANTITY							
ITEM NO.							
INK COLOUR (£5) (BLACK - NO CHARGE)						N/A	N/A
LETTERING STYLE						N/A	
WORDING NO. (OR OWN WORDING)						N/A	
MOTIF DESIGN NO. (IF APPLICABLE)						N/A	N/A
RIBBON/CORD COLOUR (IF APPLICABLE)						N/A	N/A
INSERT COLOUR (IF APPLICABLE)						N/A	N/A
EMAIL PROOF (£5)						N/A	
CARD PROOF (£25)						N/A	
STATIONERY PRICE (INCLUDING EXTRAS)							

NON-PERSONALISED ACCESSORY ITEMS

ITEM NO.	ITEM DESCRIPTION	QUANTITY	COLOUR	PRICE

SUB-TOTAL COST OF ALL NON-PERSONALISED ACCESSORIES:

PERSONALISED ACCESSORY ITEMS

ITEM NO.	ITEM DESCRIPTION	QUANTITY	COLOUR	MOTIF NO.	INK/FOIL COLOUR	PRICE
PERSONALISATION DETAILS:						
PERSONALISATION DETAILS:						
PERSONALISATION DETAILS:						
PERSONALISATION DETAILS:						
PERSONALISATION DETAILS:						
PERSONALISATION DETAILS:						

SUB-TOTAL COST OF ALL PERSONALISED ACCESSORIES:

PAYMENT DETAILS

DELIVERY OPTIONS: STANDARD £6.50 EXPRESS £50.00 OUTSIDE UK (POA) **TOTAL PRICE (INC. EXTRAS)**

PLEASE TICK METHOD OF PAYMENT: VISA MASTERCARD SOLO MAESTRO POSTAL ORDER CHEQUE

CREDIT CARD INFORMATION: CREDIT CARD NO.

VALID FROM EXPIRY DATE ISSUE NO.

CARD HOLDER'S NAME _____ SIGNATURE _____

CARD HOLDER'S ADDRESS _____

Special Day

would like to thank you for placing your order