

# Order Form

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Please complete all sections of the order Form (in CAPITAL LETTERS) and return with 50% deposit including P&P. Should you have any queries regarding the completion of this form, please don't hesitate to contact us.

|  |          |          |
|--|----------|----------|
| Name   |          |          |
| Address  |          |          |
|  |          |          |
|  |          | Postcode |
| Home Tel   | Work Tel | Mobile   |
| Email  |          |          |
| Delivery Address (if different from above)   |          |          |
|  |          |          |
|  |          | Postcode |
| Today's Order Date   |          |          |
| Date of Wedding  |          |          |
| Date Stationery required by<br>(Guests should receive invitations at least 8 weeks before your wedding date) |          |          |

## Wedding & Evening Invitations

|   |       |      |      |
|---|-------|------|------|
| Name of Hosts (those sending the invitations) as you would like them to appear              |       |      |      |
|   |       |      |      |
| Bride's Name (as you would like it to appear on the invitation) – usually first names only  |       |      |      |
|   |       |      |      |
| Groom's Name (as you would like it to appear on the invitation) – usually full name         |       |      |      |
|   |       |      |      |
| Date and Time of your Wedding Ceremony (as you would like it to appear on your stationery)  |       |      |      |
| Day   | Month | Year | Time |
| Wedding Ceremony Venue (as you would like it to appear on your stationery)                  |       |      |      |
|   |       |      |      |
| Date and Time of your Wedding Breakfast Reception (as you would like it to appear)          |       |      |      |
|   |       |      |      |
| Wedding Breakfast Reception Venue (as you would like it to appear on your stationery)       |       |      |      |
|   |       |      |      |
| Date and Time of your Evening Reception (as you would like it to appear on your stationery) |       |      |      |
| Day   | Month | Year | Time |
| Evening Reception Venue (as you would like it to appear on your stationery)                 |       |      |      |
|   |       |      |      |

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## RSVP Cards

|   |
|---|
| Reply address to be printed on your invitations/RSVP Card (as you would like it to appear)  |
| Additional information to be printed on your invitations/RSVP Card (as you would like it to appear) e.g. email address, telephone number. |
| RSVP Date to be printed on your invitations/RSVP Card (as you would like it to appear)  |

## Order of Service

Please agree your final details with your church before sending us your Order of Service requirements. Please indicate the sections you would like to appear on your Order of Service by ticking and completing only the relevant boxes below. Words for hymns should be sent on a separate sheet.

|                          |                   |
|--------------------------|-------------------|
| Bride Entrance           | Music<br>Composer |
| Introduction             |                   |
| Hymn 1                   |                   |
| The Marriage Preface     |                   |
| The Collect              |                   |
| Reading                  |                   |
| The Address              |                   |
| Hymn 2                   |                   |
| The Marriage             |                   |
| Signing of the Registers | Music<br>Composer |
| The Prayers              |                   |
| Hymn 3                   |                   |
| Final Blessing           |                   |
| The Recession            | Music<br>Composer |

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**Enclosures**

Please supply further details of any additional information you would like included within your invitation in the form of an Enclosure (please note additional fees may occur)

\* Information Card \* Directions/Map \* Reception Card \* Gift List Card \* Drinks Token \*

I have checked all of the information provided and it is complete and correct.

Signed..... Date.....

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The following page should be retained until you have all the relevant information with regards to final details. Please complete and return no later than six weeks prior to your wedding day. Please supply all details as you would like them to appear on your stationery.

|   |          |          |
|---|----------|----------|
| Name  |          |          |
| Address   |          |          |
|   |          |          |
|   |          | Postcode |
| Home Tel  | Work Tel | Mobile   |
| Email   |          |          |
| Date of Wedding   |          |          |
| Date Stationery required by (Guests should receive invitations at least 8 weeks before your wedding date) |          |          |

**Menu**

|   |
|---|
| Starter                                 |
| Vegetarian Starter Option               |
| Intermediate (if any)                   |
| Main                                    |
| Vegetarian Main Option                  |
| Dessert                                 |
| Extra Courses (e.g Coffee & Mints etc.) |

**Table Names / Numbers**

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Thank You Cards**

|  |
|--|
| <i>Your Names (as you would like them to appear)</i> |
| <i>Address (as you would like it to appear)</i>      |

I have checked all of the information provided and it is complete and correct.

Signed..... Date.....

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Please complete all the relevant boxes below and make notes in the additional information box where necessary.

| <b>Wedding Stationery</b>                            |                    |                     |                               |                |                   |                  |
|--|--------------------|---------------------|-------------------------------|----------------|-------------------|------------------|
| <b>Item</b>  | <b>Design Name</b> | <b>Wording Code</b> | <b>Font Type &amp; Colour</b> | <b>Qty Req</b> | <b>Item Price</b> | <b>Sub Total</b> |
| Save the Date  |                    |                     |                               |                |                   |                  |
| Day Wedding Invitation                               |                    |                     |                               |                |                   |                  |
| Evening Wedding Invitation                           |                    |                     |                               |                |                   |                  |
| Guest Names Printed into Invitation                  |                    |                     |                               |                | £0.15             |                  |
| Guest Address Printed on Invitation Envelope         |                    |                     |                               |                | £0.30             |                  |
| Square White Presentation Box, Tissue Paper & Ribbon |                    |                     |                               |                | £1.95             |                  |
| RSVP Card  |                    |                     |                               |                | £0.40             |                  |
| RSVP Blank Envelope                                  |                    |                     |                               |                | £0.30             |                  |
| RSVP Return Address Printed Envelope                 |                    |                     |                               |                | £0.50             |                  |
| Information Enclosure                                |                    |                     |                               |                | £0.40             |                  |
| Directions Enclosure                                 |                    |                     |                               |                | £0.40             |                  |
| Reception Enclosure                                  |                    |                     |                               |                | £0.40             |                  |
| Gift List Enclosure                                  |                    |                     |                               |                | £0.40             |                  |
| Alternative Enclosure                                |                    |                     |                               |                | £0.40             |                  |
| Enclosures Printed on Reverse                        |                    |                     |                               |                | £0.30             |                  |
| Vellum Band Wrap                                     |                    |                     |                               |                | £0.30             |                  |
| Paper Band Wrap                                      |                    |                     |                               |                | £0.30             |                  |
| Wedding Day Schedule                                 |                    |                     |                               |                | £2.00             |                  |
| Order of Service/Ceremony                            |                    |                     |                               |                |                   |                  |
| Ceremony Reading                                     |                    |                     |                               |                | £2.50             |                  |
| Wedding Breakfast Menu                               |                    |                     |                               |                | £3.00             |                  |
| Individual Scroll Menu                               |                    |                     |                               |                | £1.25             |                  |
| Table Name or Number                                 |                    |                     |                               |                | £2.00             |                  |
| Place Card   |                    |                     |                               |                | £1.25             |                  |
| Place Card with Printed Guest Name                   |                    |                     |                               |                | £1.50             |                  |
| Hang Tag   |                    |                     |                               |                | £1.50             |                  |
| Camera Card  |                    |                     |                               |                | £1.00             |                  |
| Thank You Card                                       |                    |                     |                               |                |                   |                  |

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| Wedding Accessories   |  |                         |   |         |            |           |
|---|--|-------------------------|---|---------|------------|-----------|
| Item  | Colour of item and / or ribbon colour  | Favour Tag Wording Code | Favour Filling/Unfilled                                 | Qty Req | Item Price | Sub Total |
| *** Please add 50p per favour for confectionery (excluding Love Hearts Favour Box) ***                |  |                         |   |         |            |           |
| Unassembled Plain Favour Box  |  |                         |   |         | £1.00      |           |
| Square Favour Box   |  |                         |   |         | £1.95      |           |
| Love Hearts Favour Box  |  |                         |   |         | £2.00      |           |
| Clear Heart Favour  |  |                         |   |         | £1.50      |           |
| Organza Favour Bag  |  |                         |   |         | £1.00      |           |
| Decorative Organza Bag  |  |                         |   |         | £1.50      |           |
| Wine Glass Charm  |  |                         |   |         | £2.25      |           |
| Decadent Wine Glass Charm   |  |                         |   |         | £2.75      |           |
| Lottery Ticket Envelope   |  |                         |   |         | £0.25      |           |
| Chocolate on Chocolate  | Code(s):   |                         |   |         |            |           |
| Children's Activity Gift Box  | Qty Required:      Girls <input type="checkbox"/> Boys <input type="checkbox"/>    |                         |   |         | £7.50      |           |
| Unframed Table Plan   |  |                         |   |         | £45.00     |           |
| Framed Table Plan   | Matt Black, Matt Silver, Polished Silver, or Gold (Indicate Preference)            |                         |   |         | £70.00     |           |
| Guest Book (Tick Preference)<br>Mulberry <input type="checkbox"/> Thai Silk <input type="checkbox"/>  | Personalisation  |                         |   |         | £25.00     |           |
| Photo Album (Tick Preference)<br>Mulberry <input type="checkbox"/> Thai Silk <input type="checkbox"/> | Personalisation  |                         |   |         | £45.00     |           |
| Wedding Keepsake Box  | Small <input type="checkbox"/> Large <input type="checkbox"/><br>(Tick Preference) |                         |   |         |            |           |
| Additional Information Box  |  |                         | <b>Sub Total</b>  |         | £          |           |
|   |  |                         | <b>Postage &amp; Packaging</b><br>(£12.50 per dispatch) |         | £          |           |
|   |  |                         | <b>Deduct Sample Charge / Discount</b>                  |         | £          |           |
|   |  |                         | <b>Total</b>  |         | £          |           |
|   |  |                         | <b>50% non-refundable deposit</b>                       |         | £          |           |
|   |  |                         | <b>50% to pay upon approval of the proofs</b>           |         | £          |           |

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## Delivery Charges within UK Mainland

|   |   |
|---|---|
|  | <p>Our delivery charges within the UK Mainland using Business Post is £12.50 per dispatch.</p> <p>As a guide, if you are ordering invitations and accessories, this will generally incur 2 separate dispatches.</p> |
|---|---|

## Payment Options

Please tick your preferred payment method in the relevant box below:

- Bank Transfer (Preferred Method of Payment)
- Personal cheque, made payable to Emma Bezer
- Credit/Debit Card Payment via Paypal

If you choose to pay by credit card via Paypal, an additional 5% charge will be made on your complete order. We will send you an invoice via Paypal, once your order form has been received. This will be sent to you by email and you will be provided with full instructions of how to pay with your credit card via Paypal.

Please provide your e-mail address below:

Email address: .....

Please note that if you choose to pay by Paypal, you may be asked to enter your bank details and open a Paypal account, should you order amount exceed a new user sending limit. This is a simple process but can take 7-10 days.

I have checked all of the information provided and it is complete and correct.

Signed..... Date.....

## Terms & Conditions

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A non-refundable deposit of 50% of the total order value is required upon placing your order. A stationery proof of each item you have ordered (where specific text is written) will be sent to you once the deposit has been paid. Please note orders placed at short notice, save the dates & orders under £100 will need paying for in full at the time of ordering. On receipt of the proofs, you must confirm that all details are correct and the remaining 50% will be payable upon approval and return of the proofs. The order will only be completed once this payment has been received. Amouri will endeavour to have all orders ready within six to eight weeks of receiving the final payment, unless otherwise agreed with the customer. However, it is highly recommended that you allow plenty of time for your order to be completed, to assure your slot in our diary. Proof reading is down to the client. Any amendments after approval will be charged accordingly. The proofs must be approved and the outstanding 50% balance paid before your order commences. All items are subject to a quality check prior to dispatch (not including inserts, as these have been checked at proof stage by the customer). Please note that refunds will only be provided where there is sufficient evidence of faulty goods and we do not accept returns on any handmade products. As all items are handcrafted, designs and colours may vary slightly. Should Amouri be forced to use an alternative material in any design due to supplier failure, the customer will be fully consulted and offered a discount on the order. Alternatively, you will be entitled to a full refund. If an order is cancelled, all work carried out that exceeds the non-refundable 50% deposit, must be paid for. Any changes to tableplans made the week before the wedding will be charged at £5.00 per table to cover costs of extra work. Due to the small parts used in the designs, it is recommended that all items be kept away from children. In addition, all packaging used in delivery of the order should be kept out of children's reach. All confectionery sold was manufactured by another supplier and may contain traces of nuts. All confectionery was wrapped by another supplier and has not been handled by Amouri. Amouri are not liable for any damage caused by Royal Mail or any other postal service, in the posting of your invitations and cards

**Data Protection**

Please be aware that any information you provide to Amouri, including your personal details, will not be shared with any third party. All information you provide to us is protected under the Data Protection Act.

**Legal Statement**

All designs are exclusive to Amouri and are covered by copyright of Amouri designs, and any attempt to copy these designs will infringe the copyright law, which protects them. The customer is responsible for obtaining permission for printed reproduction of any material, poems, hymns, songs etc. that is requested. Please note that any information provided on this site is for general use only and is not intended to serve as advice. Any links to other web sites are for information only and Amouri accept no responsibility for the material found upon these web sites. Amouri have a right to refuse any order.

Please tick the box to verify you have agreed with the above terms & conditions

Signed..... Date.....

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