



PARTY NIGHTS CREATIONS

WEDDING ORDER FORM

Jackie Western, 10 Daw Lane, Bentley, Doncaster, South Yorks DN5 0PF
 Telephone/Fax +44(0)845 486 6000 (local call rate)

PLEASE COMPLETE FORM USING **BLOCK CAPITALS**

CUSTOMER DETAILS	DELIVERY DETAILS (if different)
Mr/Mrs/Miss	Mr/Mrs/Miss
Address	Address
Postcode	Postcode
Day phone number	Day phone number
Evening phone	Evening phone
e-mail	e-mail
Wedding date	Latest delivery date
Where did you hear about us?	

PLEASE COMPLETE EACH SECTION **EXACTLY AS YOU REQUIRE IT PRINTED**

BRIDE'S NAME			
GROOM'S NAME			
HOST (e.g. Bride's parents, bride & groom etc)			
RSVP Address			
RSVP Date			

WEDDING DETAILS

VENUE (e.g. Church, Registry Office)			
ADDRESS			
DAY	DATE	YEAR	TIME

RECEPTION VENUE (if different from WEDDING CEREMONY)

PLACE			
ADDRESS			
DAY	DATE	YEAR	TIME

EVENING RECEPTION (if different from DAY RECEPTION)

VENUE			
ADDRESS			
DAY	DATE	YEAR	TIME

ORDER OF SERVICE DETAILS (please delete sections not applicable and supply typed copies of any wording of hymns, vows, poems etc-may be supplied at a later date)

ENTRANCE MUSIC	
HYMN	
THE MARRIAGE	
HYMN	
PRAYERS	
HYMN	
SIGNING OF THE REGISTER	
RECESSIONAL MUSIC	

MENU CARDS – Please supply details as agreed with your caterer (may be supplied at a later date)

YOUR STATIONERY SELECTION

ITEM	DESIGN CODE	CARD COLOUR	DETAIL COLOUR	FONT	HOW MANY	UNIT PRICE	TOTAL PRICE
Wedding Invitation							
Evening Invitation							
RSVP Card							
Order of Service							
Menu Cards							
Place Cards							
Save The Date							
Thank You Cards							

ACCESSORIES

Please complete all parts where applicable

ITEM	DESIGN CODE	CARD COLOUR	DETAIL COLOUR	FONT	HOW MANY	UNIT PRICE	TOTAL PRICE
Table Plan**							
Table Numbers							
Post Box **decorated						19.00	
Post Box **undecorated						15.00	
Guest Book decorated						20.00	
Guest Book undecorated						16.00	
Guest Book (Fair Trade) decorated						23.00	
Guest Book (Fair Trade) undecorated						19.00	
Photo Albums undecorated						26.00	
Photo Albums decorated						30.00	
Gift Bags							
Keepsake Box						18.00	

FAVOURS

ITEM	DESIGN CODE	COLOUR	DETAIL COLOUR	QTY	UNIT PRICE	TOTAL PRICE
Bombonieres (filled only)					2.50	
Delivery Prices-UK only £00.00 - £10.00 = £ 2.00 £10.01 - £25.00 = £ 3.50 £25.01 - £50.00 = £ 5.50 £50.01-£150.00 = £10.50 £150.01+ = £16.00				SUB TOTAL		
				UK Postage & Packing		
				TOTAL FOR ORDER		
				Non refundable 50% DEPOSIT PAID		
				BALANCE TO PAY		

** Post boxes and seating plans are subject to a postage charge of £10.00 each as they are sent separately

TERMS AND CONDITIONS

Please make cheques payable to **PARTY NIGHTS CREATIONS** or by credit/debit card using Paypal (please request an invoice). Orders can also be placed through the web site.

As each order is individually made, we normally require 6-8 weeks notice. This also depends on the size of your order and our current workload, but you will be notified on delivery times when you place your order. You should ideally be ordering your wedding/civil partnership stationery approximately 3 months before your wedding date as it is traditional to send them out 6 weeks before the date. However, if time is short we may be able to fit in short notice orders which will require full payment with the order. Stationery orders of less than £100 and all accessories require payment in full.

Samples can be sent upon request. All samples requested will be charged at £2 each. A full set of one design (day & evening invitation, thank you, order of service/menu, place name) can be ordered at a cost of £10. These payments are deductible from your final order.

A non-refundable deposit of 50% will be required to secure your order of over £100 and any cheques must clear before work commences. We will then send you free proofs of your order (stationery only) for your acceptance. These must be signed along with the enclosed form and returned *before* work on your order commences. It is your responsibility to check spellings of names and locations, times, dates etc. It is also your responsibility to obtain any copyright permission regarding any of your hymns, poems and readings etc which require printing.

Prices are subject to change without notice but an increase will not affect any confirmed orders

Each piece of stationery is handmade to order therefore there may be slight variations of each item. Colours may differ slightly from the photos on the web site.

We often use beads or other small parts in the construction of our items. This makes them unsuitable for small children. All of our stationery carries this warning.

Cancellations are not acceptable after we have received your signed proofs. However, in the event of a cancellation, we will retain the deposit paid. If cancellation is made after the final proofs have been received, the full balance for all completed work is required.

Should you have any complaint about your stationery, please contact us within 7 days. Refunds and exchanges can only be made if the item is deemed faulty or does not match your original order.

We own the copyright for all our designs therefore under no circumstances must any of our designs be copied without our prior consent.

We will contact you 2 weeks before the agreed delivery date and the balance plus postage and packing will become payable. Postage and Packing charges are standard and are added to the total of your order. Once your payment has cleared we will arrange delivery or collection of your order.

I agree to the above terms and conditions.

Signed _____

Date _____

Office use only	
Order no:	
Date received:	
Date proofs sent:	
Proofs rec'd:	
Order completed:	