



## WEDDING STATIONERY QUOTE REQUEST FORM

### Client details

<b>First name</b>		<b>Surname</b>	
<b>Address</b>			
<b>Phone</b>		<b>Mobile</b>	
		<b>Email</b>	

### Order details

<b>Stationery design(s) selected from website</b> <i>(you can request a quote for more than one design)</i>	
--	--

<b>Wedding date</b>		<b>Invitations needed by</b> <i>(ideally 8-10 weeks before wedding date)</i>	
---------------------	--	---	--

Item required	Quantity
Wedding invitation	
Souvenir tags	
Thank you note	
Save the date	
Place cards	
Table number	

### Payment notes

A 25% deposit is required when you place your order which can be paid by Paypal or by cheque. Samples may be ordered at the cost of a wedding invitation. Once we receive your order we will contact you with confirmation and to get all the details we'll need to create your stationery. Once all the information is in hand we will create a proof for you which you will need to approve before we can continue working on your order. Once this is approved a further 25% deposit is required. The final amount is due upon completion of the order. For further details, view our **Terms & Conditions** available on our website.