

Your Details	Our Ref: 2015/16
Name:	
Address:	
Tel Number:	Landline:
Email Address:	

Item	Quantity	Cost	Total
Save the Date			
Wedding Invitation & Envelope			
Evening Invitation & Envelope			
RSVP Card & Envelope			
RSVP Postcard (plain) & Envelope			
Additional Insert			
Order of Service			
Order of the Day			
Menu			
Table Name/Number			
Place Card with Printed Guest Names			
Keepsake Box			
Thank You Card & Envelope			
Guest Book		£25.99	
Photo Album		£45.99	
Small Table Plan – Up to 8 tables and top table		£85.00	
Large Table Plan – Up to 14 tables and top table		£95.00	
Extra Large Table Plan – Up to 20 tables and top table		£125.00	
Matching Favour Box – without filling			
Packages:			
Lady : 25 day/25 evening	£375	£415	£550
Countess: 50 day / 50 evening	£575	£615	£750
Duchess: 100 day / 100 evening	£775	£815	£950
Postage and Packaging			
Orders dispatched next day tracking are £36.99 per delivery			
Table Plans are charged at £10.00 per delivery			
All are insurance for the value and all are sent via royal mail			
Total			

<p>Payment</p> <p>Please state how you wish to pay the 50% deposit</p> <p>Cheque YES/NO (charge of £20.00 added) PayPal Invoice YES/NO (a charge of twenty £20.00 is added for PayPal)</p> <p>Bank transfer YES/NO Details: Acc Name: Mrs S Morris Acc No: 12865868 Sort Code: 77-58-11</p> <p>I have read and agree to the terms and conditions – a copy of these can be found on our website</p> <p>YOUR SIGNATURE IS REQUIRED. IF SENDING THIS TO US VIA EMAIL TO BOOK A DIARY SLOT THEN WE NEED A HARD COPY OF THE SIGNED ORDER FORM SENT TO US AS WELL BEFORE WE CAN PROCEED WITH YOUR ORDER.</p> <p>Signed</p>	<p>Date</p>
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