



Cards by Sophie

33 Grove Street, Hazel Grove, Stockport, Cheshire, SK7 4JW sophie@cardsbysophie.com Tel: 07795 212115

Wedding Stationery Order Form

1: Your Details	
Name:	Delivery Address (if different from home address):
Address:	
Telephone No:	Wedding Date:
Email:	Please note we must have all of the details in Section 1 completed to book your order in.

2: Stationery Order	(The price list is available on the next page if you need it)
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You will confirm the size of card, fonts and wording later on an additional form we will provide after placing the initial order – the price per item is the same no matter which you choose.

Item Description	Design	Quantity	Price per item (£)	Total (£)
<i>Example</i>	<i>Chic</i>	<i>100</i>	<i>£2.25</i>	<i>£225</i>
Wedding Invitation (Day)				
Wedding Invitation (Evening)				
Pocketfold (includes RSVP and information card) – any design			£4.35	
Envelope printing			£0.20	
RSVP			£0.80	
Information Card			£0.55	
Save the Date				
Order of Service				
Menu				
Place Card (without printed names)			£0.80	
Place Card (with printed names)			£0.95	
Thank You Card (with design)				
Thank You Card (without design – A7)			£0.99	
Favours – square favour box			£1.40	
Favours – ‘pillow’ style favour box			£1.20	
Table Cards – Names & Numbers			£1.55	
Table Plan (10 tables & top table – additional tables @ £5)			£55	
			Sub – Total	
			(carry forward to next page)	

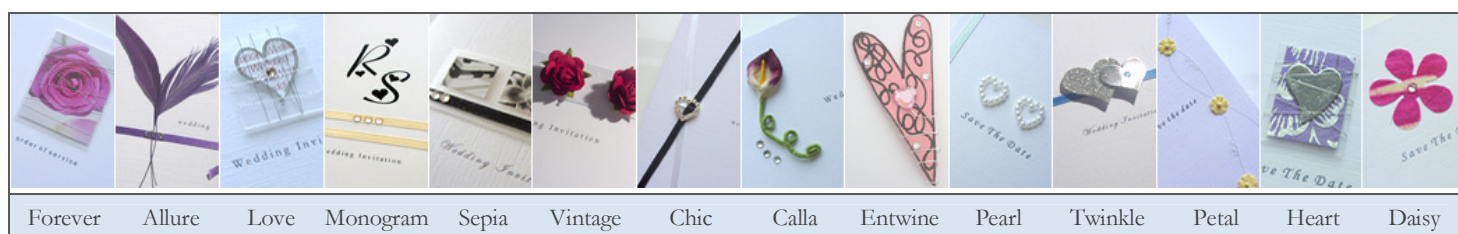
Sub-Total brought forward	
10% discount for orders over £250	
Postage & Packing (Subtotal under £100) @ £9.00	
Postage & Packing (Subtotal between £100 and £400) @ £15.00	
Postage & Packing (Subtotal over £400) @ £25.00	
Add Postage & Packing (via courier) <u>for table plans ONLY</u> @ £20.00	
ORDER TOTAL	
DEPOSIT DUE UP FRONT AT 40%	

Please sign and return this form once completed and return with the upfront, non-refundable 40% deposit to Cards by Sophie. If paying by cheque, make it payable to 'Cards by Sophie'. Bank transfer is also available – just ask us for the details.

Signature:

Date:

In signing the above, the customer confirms the order details are correct and agrees to the terms & conditions set by Cards by Sophie, which are available at www.cardsbysophie.com



Forever Allure Love Monogram Sepia Vintage Chic Calla Entwine Pearl Twinkle Petal Heart Daisy

Price List – valid for orders dispatched in 2010

	Type of Card	Price		Type of Card	Price		Type of Card	Price
Band A	Wedding Invitation - Day or Evening (with insert & envelope)	£1.95	Band B	Wedding Invitation - Day or Evening (with insert & envelope)	£2.25	Band C	Wedding Invitation - Day or Evening (with insert & envelope)	£2.50
	RSVP – without design (with insert & envelope).	£0.80		RSVP – without design (with insert & envelope).	£0.80		RSVP – without design (with insert & envelope).	£0.80
	Save the Date (with insert & envelope)	£1.90		Save the Date (with insert & envelope)	£2.00		Save the Date (with insert & envelope)	£2.10
	Order of Service (with insert-7 printable sides)	£2.30		Order of Service (with insert-7 printable sides)	£2.60		Order of Service (with insert-7 printable sides)	£2.80
	Menu (with insert)	£1.95		Menu (with insert)	£2.25		Menu (with insert)	£2.50
	Place Card - blank	£0.80		Place Card - blank	£0.80		Place Card - blank	£0.80
	Place Card - named	£0.95		Place Card - named	£0.95		Place Card - named	£0.95
	Information Card	£0.55		Information Card	£0.55		Information Card	£0.55
	Thank You Card (with insert & envelope)	£1.75		Thank You Card (with insert & envelope)	£2.10		Thank You Card (with insert & envelope)	£2.30
Thank You Card A7 size only without design – with insert & envelope.	£0.99	Thank You Card A7 size only without design – with insert & envelope.	£0.99	Thank You Card A7 size only without design – with insert & envelope.	£0.99			
Pocket Fold	Any design – Pocket Fold Invitation including inserts, RSVP, Information card and envelopes.						£4.35	
Favours	Any design – square favour boxes £1.40, pillow favour £1.20						£1.40/£1.20	
Table Numbers / Names	Any design – A5 linen card ready to put into a table number stand (printed name or number on one side only)						£1.55	
Table Plans	Any design – 50cm x 75cm (boxed stretched canvas) at a base charge of £55 for up to 10 tables plus top table. Contact us for prices for additional tables. <i>Please note postage is extra for a table plan - £20 by courier due to its size.</i>						£55	