



CARDS BY Sophie

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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

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 option you choose later.

ITEM DESCRIPTION	DESIGN	QUANTITY	PRICE PER ITEM (£)	TOTAL (£)
<i>EXAMPLE</i>	<i>CHIC</i>	<i>100</i>	<i>£2.50</i>	<i>£250</i>
Save the Date – postcard / A7 folded (delete as required)				
Wedding Invitation (Day)				
Wedding Invitation (Evening)				
Platinum Pocketfold Invitation (includes 4 insert cards in right pocket)				
Pocketfold invitation (includes RSVP and information card)				
Cheque book invitation (includes information sheet & rsvp)				
Guest names printed on insert (per insert)				
Envelope printing (per envelope)				
RSVP (separate)				
Information Card (separate)				
Order of Service / Day (delete as required)				
Menu				
Place Card - with or without printed names (delete as required)				
Table Cards – Names or Numbers				
Table Plan (standard price for up to and including 11 tables, additional tables @ £5)				
Favours – square / pillow box (delete as required)				
Guest book				
Post Box				
Thank You Card				
			SUB – TOTAL - (CARRY FORWARD TO NEXT PAGE)	

SUB TOTAL BROUGHT FORWARD	
10% DISCOUNT FOR ORDERS OVER £400	
POSTAGE & PACKING (SUBTOTAL UNDER £100) @ £10.00	
POSTAGE & PACKING (SUBTOTAL BETWEEN £100 AND £400) @ £18.00	
POSTAGE & PACKING (SUBTOTAL OVER £400) @ £26.50	
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. PLEASE MAKE CHEQUES PAYABLE TO 'CARDS BY SOPHIE'. YOU CAN ALSO ORDER AND PAY THROUGH OUR WEBSITE OR BY BANK TRANSFER – JUST ASK 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