



# CARDS BY Sophie

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## 1: Your Details

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

## 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)  |             |            | <b>0.40</b>                         |             |
| Envelope printing (per envelope)  |             |            | <b>0.40</b>                         |             |
| 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  |             |            |                                     |             |
|   |             |            | <b>Sub – Total</b>                  |             |
|   |             |            | <b>(carry forward to next page)</b> |             |

|   |  |
|---|--|
| Sub total brought forward                                   |  |
| <b>10% discount for orders over £400</b>                    |  |
| Postage & Packing (Subtotal under £100) @ £10.00            |  |
| Postage & Packing (Subtotal between £100 and £400) @ £18.00 |  |
| Postage & Packing (Subtotal over £400) @ £26.50             |  |
| <b>ORDER TOTAL</b>  |  |
| <b>DEPOSIT DUE UP FRONT AT 40%</b>                          |  |

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](http://www.cardsbysophie.com)