

ORDER FORM

Ivy House Designs

16 The Settlement, Ockbrook, Derby DE72 3RJ
Telephone: 01332 675855
Mobile: 07804788990
Email: sales@ivyhousedesigns.co.uk

Customer Details

Title	First Name	Last Name
Address		
Tel Home	Mobile	Work
Email Address		

Wedding Stationery Details

Design Name	
Colour Scheme	Colour of card
Font Style Please refer to fonts style on the order information sheet and enter the code of the font you would like in the box <input type="text" value="Code ="/>	Insert Layout If you wish to use one of our examples found on the order information sheet Please enter the CODE in the box. Or send your own layout on a separate sheet <input type="text" value="Code ="/>
Date required by (Please allow approximately an 8 week timescale for proofs to be approved by yourself and completion of your order)	

Wedding Details (as you wish them to appear on your invitations)

Host/Parents names	
Brides Name	Grooms Name
Church/Venue Name & Address	Ceremony Time
Reception venue	Evening Reception Time
RSVP Date (if required)	RSVP Address/Telephone (if required)

Item	Quantity	Price each	Total Price
Wedding Invitation			
Evening Invitation			
Order of Service*			
Reply card and envelope			
Thank You (blank)			
Thank You (printed insert)			
Place Setting*			
Place Setting with name*			
Menu Invitation style (folded to A5)			
Menu Printed (folded to A5)			
Table Number/Name Card			
Sub Total			
5% Discount on orders over £300			
Postage & Packaging *If multiple deliveries are required each delivery will incur the standard cost of £12.50			12.50
Total			

<p>Payment Details (please make cheques payable to Ivy House Designs)</p> <p>50% Deposit enclosed <input type="checkbox"/></p> <p>Full payment enclosed <input type="checkbox"/></p> <p>Please note if the order is less than £100 or is required within 4 weeks then 100% payment is required at the time of your order.</p>	<p>Cheque amount</p> <p>£.....</p>
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Place Cards

If you require the guests names printing on the place cards you will need to supply a list of names by email once you have received your RSVP's and finalised the guest list.

Order of Service

An example/advice sheet for order of service will be sent out to you with the wedding invitation proofs. You will then need to supply your choice of wording at a minimum of 4 weeks before the wedding date.


Menu

An example/advice sheet for your menu will be sent with the wedding invitation proofs. Once finalised you can email your menu details, or return with the proofs, again this should be a minimum of 4 weeks before the wedding date.

Thank You

An example/advice sheet for your card will be sent with the wedding invitation proofs. These can be supplied blank inside for your own message, or have a printed insert.

Reply Card

Thank you for your kind invitation
.....
Will be able/unable to join you to celebrate
Robert and Emma's Wedding


This is the format of the reply card.