paper scissors

DESIGNERS OF WEDDING STATIONERY

ORDER FORM

The Studio 55 Deer Hill Drive Marsden
Huddersfield West Yorkshire HD7 6LF
telephone: 01484 418 485
e-mail: info@paper-scissors.co.uk
website: www.paper-scissors.co.uk

CUSTOMER DETAILS

Name _____
Address _____
_____
POSTCODE _____
Daytime tel no: _____
Evening tel no: _____
E-mail address _____

DELIVERY ADDRESS (if different)

Name _____
Address _____
_____
POSTCODE _____
Daytime tel no: _____
Evening tel no: _____
E-mail address _____

Design Name _____ Typeface Ref ____ Ribbon Colour _____
Card Colour: White ☐ Ivory ☐ Cream ☐ Champagne ☐ Insert Colour (if applicable) _____
Favour Choice/Colour _____ Confetti Colour _____

ITEM	ITEM CODE (eg. WI030)	QUANTITY REQUIRED	PRICE PER ITEM	TOTAL
Daytime Invitation				
Evening Invitation				
Reply Card				
Save the Date Card				
Order of Service				
Menu (large)				
Menu (small)				
Thank You Card				
Place Setting/Tag				
Table Name/Number				
Favour Box				
Confetti Box				
Table Plan	A2 ☐ Square ☐	Rectangle ☐		
Information Inserts			P.O.A	
Guests names printed on Invitations			£0.25	
Guests names printed on Place Settings/Tags			£0.25	
Guests names printed on Reply Cards			£0.25	
Addresses printed on Envelopes			£0.45	
Foiled Bride & Grooms names on Invitations		Gold ☐ Silver ☐	£45.00	
Coloured Swarovski Crystals (Refer to p.30)		£35.00 ☐ *£45.00 ☐		
		TOTAL		
		50% DEPOSIT		

POSTAGE & PACKING WILL BE CHARGED ACCORDING TO WEIGHT.
PLEASE COMPLETE THE REVERSE OF THIS FORM

ORDER DETAILS

Bride's Name _____
Groom's Name _____
Host's Names _____
Reply Address _____
_____
POSTCODE _____
Date to reply by _____

Date of Wedding _____
Ceremony Address _____
Time of Wedding Ceremony _____
Reception Venue _____
Time of Evening Reception _____

If you are happy to receive proofs by e-mail, please tick the box provided ☐

Additional Information _____
_____

PAYMENT BY CHEQUE I enclose my cheque for £ _____ (payable to Paper Scissors)

PAYMENT BY CARD Method of payment (Please tick the appropriate box)

Mastercard ☐ Visa ☐ Switch/Maestro ☐ Cardholder's Signature _____
Please be aware that there is a 2.5% charge for paying by Mastercard or Visa. There is no charge for paying by Switch/Maestro.

Card Start Date ☐☐ Card Expiry Date ☐☐ Switch Issue No. ☐

Card No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ ☐☐☐
On the reverse of your card, above the signature, is a 7 digit security number. In order to authorise your card transaction, we require the last 3 digits

Cardholder's Address _____

CONDITIONS OF SALE

1. A deposit of 50% is required when placing your order.
2. You should clearly write or type your wording for invitations, order of service and menus on a separate sheet of paper and return with your order. (Please bear in mind we do not expect you to submit all your wording at once. You may wish to begin by returning your invitation wording).
3. Proofs of your personalised text will be sent to you upon receipt of your order. These proofs must be signed and returned to allow for your order to be completed. Proof reading is down to yourself, the client. After approval, amendments will be charged accordingly.
4. Orders which are cancelled after proofs have been signed and returned must be paid for in full.
5. The balance will be invoiced shortly before delivery and must be settled before your completed order can be despatched.
6. All orders need to be signed for. Once dispatched Paper Scissors accept no responsibility for loss or damage.

Signed _____ Date _____