

# ORDER FORM

If you have any enquiries please do not hesitate to contact us on 0845 055 7249 or E-Mail [info@musedesignstudio.co.uk](mailto:info@musedesignstudio.co.uk)



The Ceremony of .....to .....Ceremony Date.....

Customers Details	Delivery address (deliveries usually made Mon-Fri 8-5 signature required)
Name.....	Name.....
Address.....	Address.....
.....	.....
.....	.....
Contact Telephone numbers	Contact Telephone numbers
Home.....	Home.....
Work.....	Work.....
Mobile.....	Mobile.....
E-Mail.....	E-Mail.....

## 1 Selecting your chosen design

a) Please select the name of the Collection that your design comes under.

Contemporary  Art Deco  Floral  Watercolour

b) Now please enter the title of the design that you wish to order: .....

## 2 Which stationery items, and how many?

Please select the stationery items that you require and tell us how many you would like, and what additional extras you would like to order.

	QTY		Optional Extras
Save the Date <input type="checkbox"/>	<input type="text"/>	Paper inserts <input type="checkbox"/>	Large format <input type="checkbox"/> Ribbon <input type="checkbox"/> Attached Reply Cards <input type="checkbox"/> Premium Card <input type="checkbox"/>
Invitations <input type="checkbox"/>	<input type="text"/>	Paper inserts <input type="checkbox"/>	Large format <input type="checkbox"/> Ribbon <input type="checkbox"/> Attached Reply Cards <input type="checkbox"/> Premium Card <input type="checkbox"/>
Evening Invitations <input type="checkbox"/>	<input type="text"/>	Paper inserts <input type="checkbox"/>	Large format <input type="checkbox"/> Ribbon <input type="checkbox"/> Attached Reply Cards <input type="checkbox"/> Premium Card <input type="checkbox"/>
Reply Cards <input type="checkbox"/>	<input type="text"/>	Postcard style <input type="radio"/> Folded style <input type="radio"/>	Paper inserts <input type="checkbox"/> Large format <input type="checkbox"/> Ribbon <input type="checkbox"/> Premium Card <input type="checkbox"/>
Order of Day <input type="checkbox"/>	<input type="text"/>	Large format <input type="checkbox"/>	Ribbon <input type="checkbox"/> Premium Card <input type="checkbox"/>
Thank You Cards <input type="checkbox"/>	<input type="text"/>	Paper inserts <input type="checkbox"/>	Large format <input type="checkbox"/> Ribbon <input type="checkbox"/> Premium Paper <input type="checkbox"/>
Place Cards <input type="checkbox"/>	<input type="text"/>	Single piece <input type="radio"/> Folded style <input type="radio"/>	Guest names printed <input type="checkbox"/> Premium Card <input type="checkbox"/>
Menus <input type="checkbox"/>	<input type="text"/>	Ribbon <input type="checkbox"/>	Premium Card <input type="checkbox"/>
Table Plans <input type="checkbox"/>	<input type="text"/>		

If you have selected Paper Inserts, Premium Card or a Ribbon please tell us what type/colour you would like below.

Paper inserts type.....Premium Card type.....Ribbon Colour.....

Additional notes

## 3 Additional Stationery items, Services and information

Premium Envelopes  Printed names on Invitations  Express Service  Send and Receive service  Staggered delivery

# 4 Wording

Please attach any alternative wording including details for Menus, Order of Days and details for place card name printing

(a) **Invitation cards:** Please select the wording that you would like to appear on the front face of the card.

Civil Partnership  Commitment Ceremony  Invitation  Other .....

(b) **Evening invitation cards:** Please select the wording that you would like to appear on the front of the card.

Evening Reception  Civil Partnership  Commitment Ceremony  Invitation

Other .....

(c) **Invitation wording format**

Please select one of the following formats. **Formal**  **Contemporary**  **Typeface**  **A**  **B**  **C**  **D** **Other** (please attach details)

(d) **Details**

(i) What are the names of those hosting the Ceremony, as you would like them printed. e.g Mr. James Smith & Mr. Andrew Jones

.....

(ii) If the names of those that are hosting the evening reception are different from those above, please give details below.

.....

(iii) Please select the wording that you would like to use for your invitations.

i.e Mr. James Smith & Mr. Andrew Jones request the pleasure of the company of John Smith **at their Civil Partnership Ceremony.**

at/to their Civil Partnership Ceremony  at/to their Commitment Ceremony  to celebrate their Union

other.....

(iv) Please select the wording that you would like to use for you Evening Invitations only. i.e Mr. James Smith & Mr. Andrew Jones

request the pleasure of the company of John Smith **to celebrate their Civil Partnership, at an Evening Reception to be held at.....**

to celebrate their Civil Partnership, at an Evening Reception to be held at

at/to an Evening Reception to be held at.....to celebrate their Civil Partnership

other.....

(v) Where and when is the Ceremony taking place, as you would like it printed.

Name .....

Address .....

.....

..... Day  Date  /  /  Time

Where and when is the reception being held, as you would like it printed.

Name .....

Address .....

.....

..... Day  Date  /  /  Time

(vi) What is the RSVP address as you would like it printed on the invitations and reply cards.

.....

(vii) Please enter any dress code requirements or additional wording that you would like to be added to the invitations.

.....

.....

# 5

Please sign where marked to confirm that you have read and agree with the Terms and Conditions. Terms and Conditions can be found on the reverse of the How to order sheet.

I  confirm that I have read and agree with the Terms and Conditions

Please print name ..... Date .....