

HOW TO ORDER



Once you have chosen the stationery design for your Civil Partnership Ceremony, you may complete the on-line Order Form on our website or simply fill out the Order Form provided in the Welcome Pack.

You will need to return or submit the completed Order Form and pay the deposit before the order can be processed. The deposit is 50% of the total cost if the order is over £50 otherwise full payment is required. You can make a payment either by phone, using a card, on 0845 055 7249 or by sending us a cheque. Please make cheques payable to "Muse Design Studio" and post to: Muse Design Studio, P.O Box 494, Exeter, EX1 9BY

Upon receipt of both a completed order form and deposit a full set of proofs will be supplied to you within 4 - 6 working days. You will need to check and authorise the proofs and pay the balance due, you will then receive the completed order within 10 working days.

The Order Form

The order form is quite straightforward. Here are some helpful tips on filling out the form.

Please ensure that you fill out the couple's names at the top along with the date of the ceremony.

The customer's details would be of the person(s) who will be invoiced.

- ① Each design in our catalogue falls under a Collection name. You will need to select the collection name and then enter the title of the design that you are ordering. i.e "Cool Butterfly" falls under the Contemporary Collection and "Lavender" falls under the Watercolour Collection.
- ② Next you are asked which stationery items you would like and for the quantities of each. Here you also have the option to add some additional extras to the standard stationery. Please note that additional charges will apply, see the price list and the reverse of the sample for further details.
- ③ Here you are asked to choose any further additional stationery items or services that may be useful to you. The staggered delivery service is recommended if, for example, you are ordering invitations and Order of Days. This would enable you to receive your invitations first and then for the order of days to follow on at a later date.
- ④ Wording, here you have the choice of Formal or Contemporary wording formats as well as the choice of typefaces and a selection of wording for the front of your invitations. Please refer to the example sheet to assist with your choice. Using the example sheet as a template should help you to complete the rest of the details required for the invitations in this section. Please supply any alternative wording, guest lists, Order of Day or Table Plan details on a separate sheet preferably typed or by e-mail.
- ⑤ Please sign just to say that you have read and agree with the terms and conditions, which can be found on the reverse of this letter.

We will provide confirmation that we have received your Order Form. If you decide to order on-line then you will receive a confirmation e-mail that your order has been received. Please note that your order will only be processed once we receive the deposit.