

## CUSTOMER ORDER FORM

Please write clearly in **BLACK INK** and **BLOCK CAPITALS**.

Return the completed form to: Park Mount Designs, Park Mount, 90 Butternab Road, Huddersfield, HD4 7AZ

### PERSONAL DETAILS

Name:	Email:
Wedding/Ceremony Date:	Date stationery required by:
Address:	Delivery Address (if different): A signature will be required on delivery
Postcode:	Postcode:
Telephone Number (Day): inc. STD Code	Telephone Number (for delivery address) : inc STD Code
Telephone Number (Eve): inc. STD Code	Telephone Number (Mob):

### STATIONERY REQUIREMENTS

Design Name:	Card Colour:		
Inlay Colour:	Insert Colour:		
Stationery Items	Quantity	Price per card	Sub Total
Wedding Invitation		£	£
Evening Invitation		£	£
Thank you		£	£
RSVP		£	£
Order of Service		£	£
Place Name Card		£	£
Menu		£	£
Save the Date		£	£
Optional Requirements	Quantity	Price	Subtotal
<b>Individual Service</b> – Guest names printed individually on invites in an ink colour of your choice		£0.22 per card	£
Personalization of Invitation Front (not available with all designs)		£25.00 / £35.00 INITIALS / NAMES	£
Spare envelopes to allow for writing mistakes		£0.25 each	£
<b>Premium Service</b> – individual printed invites sent to your guests via 1 <sup>st</sup> Class mail together with information sheets regarding your reception / accommodation / wedding lists etc. Proof of posting provided. Price on application from £100		Please contact us to discuss your requirements	£
<b>Total</b>			<b>£</b>

## INVITATION DETAILS

Bride / Partner 1: The name as you would like it printed	Groom / Partner 2: The name as you would like it printed
Host: Names of the hosts as you would like them printed	Hosts relationship to couple: i.e. parents of the bride
Time of Wedding / Ceremony:	Wedding / Ceremony Venue: As you would like it printed
Time of reception:	Reception Venue: As you would like it printed
RSVP address:	RSVP date if required:
Wording: Please select a wording suggestion from our Wording Section i.e. Brides parents as hosts, Bride and Groom as hosts	Font: Please select a font from our Font Section, i.e. <i>Monotype Corsiva</i>
<p><b>Any additional information:</b> Please include here details of any special requirements for your invitations, for example specific ink colours, and whether you would like a dotted line or blank space for guest's names. If you are providing your own wording please state this here and supply your wording on a separate sheet or preferably by email/disc.</p>	

## ORDER OF DAY / ORDER OF SERVICE DETAILS

The first step is to finalise and approve the details with the Minister or Registrar who will marry you. Once this is complete you can order your Order of Day or Order of Service stationery. Some hymns and readings may be the subject of copyright laws and you may require permission to reproduce them. It is your responsibility to obtain this permission from the copyright owner should it be required. Your Minister or Registrar will be able to advise you.

Order of Day or Service Cards include up to four printed sides. The first side is generally personalised with the names of the bride and groom or partners together with the time, date and location of the wedding or ceremony. Please provide all other details as you would like them printed on a separate piece of paper. This may include hymns, prayers, readings, entrance and recessional music.

Please refer to our Wording Section for a typical example of an Order of Service Card.

Name of the Bride and Groom or Partners: As you would like them printed. This normally includes surnames on an Order or Service / Order of Day Card	
Bride / Partner 1:	Groom / Partner 2:

**MENU DETAILS**

As you would like it to be printed  
You may wish to include your wine and champagne selections

**SAVE THE DATE CARD DETAILS**

As you would like it to be printed  
Please refer to our Wording Section for suggestions.

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**RSVP CARD DETAILS**

As you would like it printed  
Please refer to our Wording Section for suggestions

**THANK YOU CARD DETAILS**

As you would like it printed  
Please refer to our Wording Section for suggestions

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I confirm that the details on this order form are correct, and I have read and understand the terms of conditions of Park Mount Designs. I enclose a cheque for 50% of the total order made payable to Park Mount Designs. I understand that the balance is due prior to delivery of the completed order.

Signed: .....

Date: .....