

Karlin Kards - Wedding Stationery Order Form

Send to: 8 Newlandcraigs Avenue
Elderslie, PA5 9BJ

Phone: 07853 995253 / 07778 591709

Email: orders@karlinkards.co.uk

Please print form and complete in **BLOCK CAPITALS**.

Contact Details			
Name			
Address			
Contact	Phone		Mobile
Email address			

Wedding Invitation Details (as you wish it to be printed on your stationery)			
Hosts Names		Hosts Relationship to Bride & Groom	
Bride's Name			
Groom's Name			
Venue Name & Address			
Date		Time	
Reception Address			
Reception Time			

R.S.V.P Address	
R.S.V.P date	

Stationery Items Required			
Design Number			
Colour Scheme *			
Font Colour	Black <input type="checkbox"/>	Light Grey <input type="checkbox"/>	Match * <input type="checkbox"/>
Stationery Item	Quantity	Unit Price	Total Price
Save the Date Card		£1.60	
Save the date magnet - small		£1.50	
Save the date magnet - large		£1.75	
Invitation			
Reply Card			
Evening Invitation			
Order of Service			
Menu (A5 folded)			
Menu (single sheet)			
Menu (three sided)			
Place card			
Table Numbers- tent <input type="checkbox"/> single card <input type="checkbox"/>			
Thank You card			
Wedding Extras			
Table plan			
Table plan easel hire		£10	
Guestbook		£25	
Wedding Album		£30	
Favours			
Organza bag - white <input type="checkbox"/> cream <input type="checkbox"/> votive candle <input type="checkbox"/> bath bombs <input type="checkbox"/>		£1.50	
Favour Box - Unfilled		£2.25	

Favour Box - Filled votive candle <input type="checkbox"/> bath bombs <input type="checkbox"/> chocolate hearts <input type="checkbox"/> tablet <input type="checkbox"/>		£2.75	
Favour Tag - square <input type="checkbox"/> tag <input type="checkbox"/>		£0.80	
		Subtotal	

Delivery	20.00 *
Total Price	
Less sample cost	
Less 50% deposit	
Balance to pay	

- **Extra postage charges will be applied if more than one delivery required**

Stationery Wording

See our website for wording and fonts. Tick the required box(es) or enter your own wording.

Invitation	Formal <input type="checkbox"/>	Informal <input type="checkbox"/>	Font No. =

Evening Invitation	Formal <input type="checkbox"/>	Informal <input type="checkbox"/>	Font No. =
RSVP Wording	Thank You card wording		

When you have completed the pages above with your requirements, please read and confirm agreement with our Terms and Conditions below. The full Terms and Conditions can be found on our website www.karlinkards.co.uk. Send the completed order form and a 50% deposit, to the address at the head of this form, along with any other additional information that might be relevant. Cheques should be made payable to **Karen Ewing**.

Terms and Conditions

- A non- refundable 50% deposit is required at time of ordering. If stationery is required in less than six weeks, full payment will be required at time of ordering.
- Approval of proofs is your responsibility. Once signed off, any changes requested will incur an additional charge. It is your responsibility to obtain permission for the use of all hymns or special material required. KarlinKards will not be held responsible for any breach of copyright from the use of this material.
- Cancelling an order must be done in writing and will incur a cost for any work in progress or completed up to the point of cancellation.
- All designs on this website are the property of KarlinKards and may not be replicated or reproduced by you or any other third party. This also includes any changes to designs which are made by us to meet your requirements and any samples sent to you.
- Our stationery is handmade and this may be result in slight differences between items. This is the uniqueness and individuality of hand crafted goods.
- Refunds or exchanges will only be given if your stationery is found to be faulty or does not meet with your requirements. This must be reported to us within 5 days of receipt of your order to give us time to resolve the issue.
- KarlinKards cannot guarantee that colours and quality of extra materials ordered will match the original therefore we advise you to make sure you order everything required at the same time, including some extras to account for new guests or writing errors.
- Once we have posted your stationery KarlinKards will not be held responsible for any loss, damage or delay to your order.
- As some of our stationery contains small parts, please keep it away from small children or pets to avoid any accidents,

I have read and agree to the Terms and Conditions here and on the website.

Signed Date

Thank you from KarlinKards
karlinkards.co.uk