



CARDS BY Sophie

11 MANOR PLACE
FRENCHAY
BRISTOL, BS16 1PS
weddings@cardsbysophie.com
Tel: 07590 891700
www.cardsbysophie.com

1: YOUR DETAILS

NAME:	DELIVERY ADDRESS (IF DIFFERENT FROM HOME ADDRESS):
ADDRESS:	
TELEPHONE NO:	WEDDING DATE:
EMAIL:	Please note we must have all of the details in Section 1 completed to book your order in.

2: STATIONERY ORDER

You will confirm the size of card, fonts and wording later on an additional form we will provide after placing the initial order – the price per item is the same no matter which option you choose later.

ITEM DESCRIPTION	DESIGN	QUANTITY	PRICE PER ITEM (£)	TOTAL (£)
<i>Example</i>	<i>Chic</i>	<i>100</i>	<i>£2.50</i>	<i>£250</i>
Save the Date – postcard / A7 folded (delete as required)				
Wedding Invitation (Day)				
Wedding Invitation (Evening)				
Platinum Pocketfold Invitation (includes 4 insert cards in right pocket)				
Pocketfold invitation (includes RSVP and information card)				
Cheque book invitation (includes information sheet & rsvp)				
Guest names printed on insert (per insert)				
Envelope printing (per envelope)				
RSVP (separate)				
Information Card (separate)				
Order of Service / Day (delete as required)				
Menu				
Place Card - with or without printed names (delete as required)				
Table Cards – Names or Numbers				
Table Plan (standard price for up to and including 11 tables, additional tables @ £5)				
Favours – square / pillow box (delete as required)				
Guest book				
Post Box				
Thank You Card				
			Sub – Total - (carry forward to next page)	

Sub total brought forward	
10% discount for orders over £400	
Postage & Packing (Under 50 items) @ £10.00	
Postage & Packing (Between 50-100 items) @ £16.50	
Postage & Packing (Over 100 items) @ £25.00	
ORDER TOTAL	
DEPOSIT DUE UP FRONT AT 40%	

Please sign and return this form once completed and return with the upfront, non-refundable 40% deposit. You can also order and pay through our website or by bank transfer (Account No: 30474191, Sort Code: 56-00-05)

Signature:

Date:

In signing the above, the customer confirms the order details are correct and agrees to the terms & conditions set by Cards by Sophie, which are available at www.cardsbysophie.com