

DIVA STATIONERY

Katie Scaplehorn
Le Village, 31160, Juzet D'Izaut, France
Tel: 0033 561 88 41 08

www.divastationery.co.uk ♥ divastationery@hotmail.com

ORDER FORM

YOUR DETAILS		
Name		
Address		Postcode
Contact Tel:		
Email Address		
Delivery Address (if different)		Postcode
WEDDING INFORMATION		
Wedding Date		
date you would like to receive stationery by		
Hosts		
Bride's Name		
Groom's Name		
CEREMONY		
Venue Name & Address		
Time		
RECEPTION		
Venue Name & Address		
EVENING RECEPTION		
Venue Name & Address		
Time		
RSVP Address		
RSVP Date		

YOUR SELECTION

STATIONERY ITEMS REQUIRED				
ITEM	Design Name	Quantity	Price per Item	Total
Wedding Invitation				
Evening Invitation				
Save the Date				
RSVP Card				
Order of Service				
3-Fold Menu				
Flat Menu				
Place Card				
3-Fold Table Name				
Flat Table Name				
Table Plan				
Pyramid Favour Box				
Thank You Card				
			Subtotal	
			P&P (to be added)	
			TOTAL	
			50% Deposit	

TYPEFACE STYLE									
Please see below for further information									
Type 1		Type 2		Type 3		Type 4		Type 5	
Type 6		Type 7		Type 8		Type 9		Type 10	

COLOUR SCHEME									
Colours can be combined e.g. cream card with hot pink ribbon, please request in 'Other' box.									
white		cream		pale yellow		gold		silver	
aubergine		purple		lilac		blue		sapphire	
pale pink		hot pink		dusky pink		red		burgundy	
chocolate		pale green		aqua		turquoise		copper	
coffee		black		Other					

ADDITIONAL REQUIREMENTS / INFORMATION			
CUSTOMER DECLARATION			
I have read and understood the terms and conditions and confirm that the above details have been checked by me and are correct.			
Customer Signature			
Date			
For office use only			
Order Number		Date order received	
Date proof 1 sent		Date proof 1 approved	
Date order 1 dispatched			
Date proof 2 sent		Date proof 2 approved	
Date order 2 dispatched			
50% deposit received		Final payment received	

- ♥ Please sign the order form and send it to us with a cheque made payable to 'Katie Scaplehorn' for 50% of the order total as a deposit. We also accept payment by Paypal and bank transfer; please email us at divastationery@hotmail.com for further details.
- ♥ We will post you a set of proofs within two weeks of receipt of your order and payment. Work will commence on your order once we have received written approval by email or post.
- ♥ We will invoice you for your final payment (including postage) after you approved your final set of proofs. Your order will only be dispatched once full payment has been received.

Please see below for our wording guide, typefaces and terms and conditions.

WORDING GUIDE

Formal Wording – Bride’s parents as hosts	Informal Wording – Bride’s parents as hosts
<p>Mr and Mrs P Taylor request the pleasure of the company of</p> <p>..... at the marriage of their daughter Vanessa to Mr Anthony Butler at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 12pm and afterwards for the reception.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>	<p>Peter and Anne Taylor would like you to join them to celebrate the marriage of their daughter</p> <p>Vanessa to Anthony Butler</p> <p>at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 12pm and afterwards for the reception.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>
Formal Wording – Bridal couple as hosts	Informal Wording – Bridal couple as hosts
<p>Miss Vanessa Taylor and Mr Anthony Butler</p> <p>request the pleasure of the company of</p> <p>..... at their marriage</p> <p>at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 12pm and afterwards for the reception.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>	<p>Vanessa Taylor and Anthony Butler</p> <p>would like you to join them to celebrate their marriage</p> <p>at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 12pm and afterwards for the reception.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>
Formal Evening Reception –Bride’s parents as hosts	Informal Evening Reception – Bride’s parents as hosts
<p>Mr and Mrs P Taylor request the pleasure of the company of</p> <p>..... at the marriage of their daughter Vanessa to Mr Anthony Butler</p> <p>at an evening reception to be held at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 7.30pm.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>	<p>Peter and Anne Taylor would like you to join them to celebrate the marriage of their daughter</p> <p>Vanessa to Anthony Butler</p> <p>at an evening reception to be held at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 7.30pm.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>
Formal Evening Reception – Bridal couple as hosts	Informal Evening Reception – Bridal couple as hosts
<p>Miss Vanessa Taylor and Mr Anthony Butler</p> <p>request the pleasure of the company of</p> <p>..... at an evening reception to celebrate their marriage</p> <p>at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 7.30pm.</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>	<p>Vanessa Taylor and Anthony Butler</p> <p>would like you to join them to celebrate their marriage</p> <p>at an evening reception to be held at Haughton Hall, Little Hampton on Saturday 18th July 2009 at 7.30pm</p> <p>RSVP 27 St John’s Road, London, W12 2RQ</p>

TYPEFACE GUIDE			
1	<i>Vanessa & Anthony</i> request the pleasure of the company of	2	VANESSA & ANTHONY REQUEST THE PLEASURE OF THE COMPANY OF ...
3	<i>Vanessa & Anthony</i> <i>request the pleasure</i> <i>of the company of ...</i>	4	VANESSA & ANTHONY REQUEST THE PLEASURE OF THE COMPANY OF ...
5	Vanessa & Anthony request the pleasure of the company of ...	6	<i>Vanessa & Anthony</i> request the pleasure of the company of ...
7	Vanessa & Anthony request the pleasure of the company of ...	8	<i>Vanessa & Anthony</i> request the pleasure of the company of ...
9	<i>Vanessa & Anthony</i> request the pleasure of the company of ...	10	Vanessa & Anthony request the pleasure of the company of ...

TERMS AND CONDITIONS

♥ Express Orders

Orders required within a tight timescale may be subject to an express order charge of 20% of the total order value.

♥ Copyright

All designs, images and website content are copyright of Diva Stationery and Katie Scaplehorn. All rights reserved. You are responsible for ensuring that you have permission to use any material (For example poems and hymns in your Order of Service) you ask us to include in your stationery.

♥ Samples

Samples illustrate design and card quality but may not be to your exact requirements as we may not have the colour scheme you request in stock. The nearest match will be substituted and where appropriate colour swatches will be sent. We will send you exact proofs and colours after you have made your order.

♥ Design

Due to the handmade nature of our designs small variations may occur. Website colour reproduction is as accurate as possible, but may vary slightly from the original article. Our designs are not suitable for young children.

♥ Prices

The price includes the typesetting, email proof sheet, 1 set of full proofs, printing and envelopes where specified. The price you pay is the price displayed on this website at the time we receive your order.

Diva Stationery reserves the right to change prices on the website without prior notice. Full payment will be taken as acceptance of the terms and conditions of this web site.

♥ **Production Time**

Delivery charges and estimated timescales are specified when you place an order. We make every effort to deliver goods within the estimated timescales, however delays are occasionally inevitable due to unforeseen factors.

♥ **Payment Details**

All monies paid are non-refundable. Orders will not be dispatched until Diva Stationery has received the appropriate payment. Payment via Paypal (excluding sample requests) will incur a 4% handling fee.

♥ **Postage**

Postage will be added to all orders. As a guide postage is charged at approximately £10.00 - £20.00 per order depending on size. All items are sent via priority parcel post. Postage for orders outside the EU is charged at cost.

Approximate Delivery Times

Sample requests - 3 to 4 working days

Most orders - up to 7 working days

Table plans - 7 to 10 working days

NB. UPS Courier Service 48 hours is available at an extra charge.

♥ **Proofing Stage**

Once your order has been placed an email proof sheet will be sent to you within two weeks. Please check all details thoroughly, particularly spellings of names, dates and addresses, then email us stating your approval, or changes, as necessary. Once the proof sheet has been approved a full set of proofs will be sent to you by post. *Printing will not commence until written approval, by post or email, has been received.*

♥ **Cancellation**

Cancellation of an order will be subject to any costs incurred. Returns will not be accepted after delivery.

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