

Tel: 01695 550639
Mobile: 07704 963 337
Web: www.gemoccasions.co.uk
Email: enquiries@gemoccasions.co.uk



Gem Occasions Stationery
118 School Lane
Chapel House
Skelmersdale
Lancashire
WN8 8PU

Order Form

(Please include any additional information on a separate sheet of paper)

Client Details

Design Details

Name:	Colour scheme:
Address:	Board Style:
Postcode:	Cover font: Colour:
Telephone Number:	Insert font: Colour:
Mobile Number:	Names in a feature font? Yes / No Colour:
Email Address:	Any other details:
How did you hear about Gem Occasions?	

Wedding Details

Please enter all information in BLOCK CAPITALS exactly as you would like it to be printed.

Host Name(s):	
Bride's Name:	
Groom's Name:	
Venue of Wedding service (e.g. church name):	
Address of Service Venue:	
Day & Date:	Time:
Reception Venue:	
Address of Reception Venue:	
Time of Reception:	
RSVP Address:	
Reply Date:	
Other Information:	

If you would like to use any of our wordings templates please insert the code below. If you would like to make any changes to the templates or use your own wording, please enclose details on a separate sheet.

Wedding Invitation Wording:	Evening Invitation Wording:
Thank You Card Wording:	RSVP Card Wording:

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Order of Service / Menus

A standard Order of Service includes up to 4 printed sides. Extra pages are available and charged at 20p each. Once the service details have been agreed with your venue you will need to send us the information, preferably by email. (If you would prefer to post these details to us there is an additional typing fee of £15.)

Once your menu is confirmed, please provide details on a separate sheet of paper or by email. Menus can also include your wedding details and/or a message to your guests if you wish. Please contact us with your requirements.

Details for your Order of Service and Menus are required approximately 8 weeks before the wedding.

Printed Guest Names

If you require your invitation inserts or place cards personalised with your guests names, you will need to supply us with a copy of your guest list (preferably by email) at a later date. This service is charged separately at 15p per item.

Order Details

Item	Design	Qty	Price	Total
Wedding Day Invitations				
Printed Guest Names?				
Evening Invitations				
Printed Guest names?				
RSVP Card (with printed envelope)				
Guest Information Cards (if applicable)				
Thank You Cards				
Place Cards				
Printed Guest names?				
Menus				
Order of Service				
Order of Service typing fee (if applicable)				
Extra Insert Sheets for Order of Service				
TOTAL				£
Special deductions if applicable (eg: sample refund, gift voucher)				£
50% deposit paid (unless full balance is payable on ordering)				£
BALANCE REMAINING				£

CONDITIONS OF SALE (Our copy - please sign and return with your order form)

- Your order may take up to 8 weeks to complete, depending on quantity of items required. You will be given an estimated completion date on receipt of your order.
- A deposit of 50% of the total order cost is required on placing your order (For orders less than £200, or if the order consists of invitations only, the full balance will be required at the time of ordering.)
- Deposits must be received before work can be started, and all deposits are non-refundable.
- The remainder of the balance will be due on completion of your invitations, and before the rest of the stationery can be started.
- All cards will vary slightly due to their handmade nature.
- Colours of the materials used to make your stationery may vary slightly. If we feel the variation is particularly noticeable we will contact you before proceeding.
- We reserve the right to use alternative materials where items are no longer available or discontinued. The alternative items will be of the same or better standard and quality and we will inform you of this before work has begun.
- All goods remain the property of Gem Occasions until full payment is received.
- Payment can be made by cash or cheque. Cheques are to be made payable to **G. Flynn**
- Gem Occasions can not accept any responsibility for spelling errors or mistakes made by clients.
- The client agrees to inform Gem Occasions immediately if any changes of name/dates/addresses etc. are required. We will make these changes free of charge if production is not in process. If work has already started then additional charges may be incurred.
- Delivery is not included in the cost of our stationery and will be charged at cost price. Delivery is usually by Royal Mail Special Delivery and will need to be signed for (Collection of your order from the shop where it was ordered is free of charge.) We will make every effort to ensure the items are well packaged but cannot be held responsible for damage or loss to products during transit.

I confirm the information given is correct, and is **exactly** as I wish it to appear on my stationery.

I agree to the above conditions of sale.

- I have enclosed a deposit of 50% of the order total £ _____
- OR...** My order total is less than £200 and I have enclosed the full balance of £ _____
- OR ...**I have only ordered invitations and/or RSVP cards and have enclosed the full balance of £ _____

Signed:.....

Date:.....

CONDITIONS OF SALE

(Client copy - keep for your own records)

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