

Our Use  
Proofs Sent:  
Proofs Approved:  
Checked:  
Dispatch:

**Or place your order by email:**  
orders@madewithlovedesigns.co.uk  
www.madewithlovedesigns.co.uk

DELIVERY DETAILS:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Day tel: \_\_\_\_\_ Eve tel: \_\_\_\_\_  
E-mail: \_\_\_\_\_

OTHER DETAILS:

Occasion: \_\_\_\_\_  
Occasion date: \_\_\_\_\_  
Date you would like your stationery to arrive?  
\_\_\_\_\_  
Where did you hear about us?  
\_\_\_\_\_

THE DESIGN: If you are unsure on any of the below get in touch and we can advise on best fit.

Design Name: \_\_\_\_\_  
Colours: \_\_\_\_\_

WORDING: (as you would like them printed) Please use additional sheets or email your wording to the email above, stating your Name & Wording Type in the Subject box of the email:

Examples of wording we will need:

- Wording to be printed inside your invitations
- List of Guest Names to be printed inside invitations
- Addresses to be printed on invitations envelopes/boxes
- Special info to be printed on Information Cards
- Order of Service material
- Menu Information Etc

If you are unsure of any wording at this point, do not worry. We can take your order & reserve a space. Your final wording can be sent to us at a later date (no later than 2 weeks before your expected delivery). If you need help with deciding on your wording then please get in touch.

Remember 'anything goes'...it's your day so make it personal to you. Proofs will follow 5 working days after the receipt of your final wording.

SOME IMPORTANT NOTES

1. Please send clear wording (written or typed) clearly on separate sheets and sent with your order form or emailed to us.
2. Upon receipt of your order form and payment, proofs of your order will be designed and emailed for your approval in order for us to complete your order to perfection. Proof reading is down to yourself, the client. After your approval, any additional amendments will be charged accordingly (see no.5).
3. All orders need to be signed for upon delivery. Once despatched, Made With Love accept no responsibility for loss or damage.
4. For urgent orders, please contact us prior to sending your order. Orders may be booked in as a 'priority order' and designed ready for dispatch within 2-3 working days (for paid priority slots) or within 7 working days (subject to availability & not available during peak seasons). If you need your stationery sooner than 14 working days, it is best to get in touch before placing your order and we can advise on availability.
5. A proof of each item will be emailed to the address on this order form, 5 working days after your order has been received. Proofs form a guide for us to work from & are designed to make sure that no information has been lost in the transfer of your personalised wording into our software templates. Please make sure you check spellings / grammar / correct dates & correct wording **before** sending us your final wording. Any errors on our part at the proof stage will be corrected at no cost before your order goes to print. Due to the labour intensive nature of the proofing stage, changes made by you, after we have emailed you your proofs will be charged at £5 per item change. **IMPORTANT:** I understand there will be charges for changes to my wording after I have given final wordings according to the Made With Love Terms 2010/2011

ITEM	DETAILS	QUANTITY	PRICE PER ITEM	TOTAL
Invitation in presentation box	Printed Guest Names +40p <input type="checkbox"/> Printed Address on Box +40p <input type="checkbox"/>			
Invitation in envelope	Printed Guest Names +40p <input type="checkbox"/> Printed Address on Env +40p <input type="checkbox"/>			
Information Card for invitations	Fully Printed with your additional Info (transport, venue info, gift list etc)			
RSVP Card in envelope	Return address printed on envelope FREE <input type="checkbox"/>			
Order of Service Booklet	8 Pg's Fully Printed			
Menu Booklet	Fully Printed Insert FREE			
Menu Card	Printed			
Place Card	Printed <input type="checkbox"/> Blank <input type="checkbox"/>			
Table Number	Printed			
Table Plan	Black <input type="checkbox"/> White <input type="checkbox"/> Brown <input type="checkbox"/>			
Favour Box filled with your choice of filling	Box Colour: _____ Filling: _____ _____			
Guest Book with box	Blank <input type="checkbox"/> Personalised <input type="checkbox"/>			
Thank You Card in box	Printed Guest Names +40p <input type="checkbox"/> Printed Address on Box +40p <input type="checkbox"/>			
Thank You Card in envelope	Printed Guest Names +40p <input type="checkbox"/> Printed Address on env +40p <input type="checkbox"/>			
Standard Guest Signing Frame	Black <input type="checkbox"/> White <input type="checkbox"/> Brown <input type="checkbox"/> 500x400 <input type="checkbox"/> 700x600 <input type="checkbox"/>			
Add On:	Ribbon bow ties for boxed invites +35p			

- Cheque Payments**  
Please return your order form to the address overleaf along with a cheque made payable to 'MWL Designs' for the total amount & your name on the back.
- Credit Card Online Payments using PayPal**  
If you prefer to pay online using debit / credit card please return your order form to us. We will be in touch shortly with payment details.
- Direct Bank Transfer**  
If you have online or telephone banking you can opt to pay by direct bank transfer. Please return your order form to us & we will be in touch shortly with payment details.

DEDUCTIONS (i.e. samples)	
POSTAGE & PACKING £15 per delivery	
PRIORITY SLOT (£20 2-3 working days)	
TOTAL	

Signed \_\_\_\_\_ Date \_\_\_\_\_