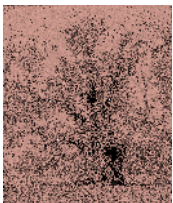




# Order Form

## Silver Birch Designs

Includes full order form, space to include your wedding details, chosen wedding stationery, personalisation, wording & font styles, helpful hints & information, process & terms of business.





# Silver Birch Designs – Order Form

E-mail: [janette@silverbirch-designs.com](mailto:janette@silverbirch-designs.com) Web: [www.silverbirch-designs.com](http://www.silverbirch-designs.com)

Firstly, thank you for choosing Silver Birch Designs for your Wedding Stationery. We will do our very best to assist you in every way possible on the lead up to your Wedding Day. We offer a friendly, reliable service and our aim is to provide you with your exact requirements for your stationery order. It is an exciting time and from experience we are sure you have many things on your mind. However, you will only do this once so try and enjoy every minute of your preparations and leave no stone unturned...And when your day eventually arrives enjoy every second. Thank you for your order & good luck. *J Noble & Partners.*

Fill out this form with as much detail as you can. Miss out any areas not applicable to you. Attach further information on separate sheet/s. Post completed order form back to:  
Silver Birch Designs  
17 The Dene,  
Medomsley  
County Durham  
DH8 6PS

**Note:**  
  
PLEASE FILL OUT  
IN BLOCK  
CAPITALS  
  
TICK BOXES  
PROVIDED [ ]

### Customer Details

Name: .....

Address & Postcode:  
.....  
.....  
.....  
.....

E-mail: .....

Telephone Number: .....

Delivery Contact Name (if different)  
.....

Delivery Address/postcode (if different)  
.....  
.....  
.....

Delivery Tel. No: .....

### Date of Wedding

.....

Ideal 1<sup>st</sup> batch Delivery date:  
  
(Daytime, Evening Invitations, Save the Date etc. we require at least 6 weeks notice, unless Express Order required).....

Ideal 2<sup>nd</sup> batch Delivery date:  
  
(For Order of Service, Menu's, place cards, thank you cards etc. final numbers and further info. required therefore you can place final order at a later date).....

## Wedding Stationery Details

Design Name Chosen:

---

---

Colour Scheme Chosen. (if applicable)

---

---

Card Colour required:

WHITE [ ] IVORY [ ]

### Wedding Details

(As you would like them to appear on your Wedding Stationery)

Brides Name: \_\_\_\_\_

Grooms Name: \_\_\_\_\_

Hosts Name: (if applicable)

---

Relationship: (parents of Bride / Parents of Groom / Bride & Groom / Other)

---

Church Venue: (please keep as short as possible)

---

Ceremony Time: \_\_\_\_\_

Wedding Reception Venue:

---

Evening Reception Venue:

---

Evening Reception Time: \_\_\_\_\_

R.S.V.P. Address & Contact Name: (if as above just state 'as above')

---

---

R.S.V.P. Date: (if required)

You may wish to put a date on your reply cards to ensure return in time for final numbers

---

R.S.V.P. Cards, dietary requirements to be added? Yes [ ] No [ ]

### Details of items ordered

Please forward on your guest list A.S.A.P. and full details of other items you have ordered (e.g. menus) exactly as you require them to be printed. Guest names may even be provisional, until you receive your replies.

For items not requiring personalisation a dotted line will be provided for you to write on your guest's name.

Please tick items you have ordered and whether or not you have enclosed details required or if you will forward on at a later date. You can e-mail your details and guest list if you prefer.

We have also given examples of our standard layout and wording for items. If you require something different we will be happy to try and meet your requirements. Font styles are available for you to choose.

### ORDER OF SERVICE

Details of your ceremony (hymn wording, prayer words, entrance and departure music, other). Available as an A5 layout. This is a wonderful way of allowing your guests to follow your service. It can be less detailed if you wish.

Please keep simple, we can only do up to 4 pages.

REQUIRED [ ] NOT REQUIRED [ ]

ENCLOSED [ ] TO FOLLOW [ ]

ORDER OF SERVICE

FOR MARRIAGE OF

CHARLOTTE SMITH

AND

MATTHEW BRIAN NOBLE

ST MARY'S CHURCH, OVINGHAM

2<sup>ND</sup> JUNE, 2005

AT 1.30PM

This will be the first page, to follow will be details of the ceremony.

### PLACE NAME CARDS

These can be left blank for you to write your guests names on or for a small charge we can do this for you (Bride & Groom free). You can e-mail your guest names at a later date after you have received your replies, if you wish.

REQUIRED  NOT REQUIRED

ENCLOSED  TO FOLLOW

### FAVOURS AND TAGS

We can provide your favour boxes with or without tags for personalisation. It is up to you. We can also provide you with just the tags, allowing you to provide your own favour box or bag. The tags will compliment your chosen wedding stationery.

REQUIRED  NOT REQUIRED

If required please state which option you prefer.

Tags with...

### **Bride & Groom names and wedding date**

REQUIRED  NOT REQUIRED

ENCLOSED  TO FOLLOW

### **Individual guests names and wedding date (this option could save money on place cards!)**

REQUIRED  NOT REQUIRED

ENCLOSED  TO FOLLOW

### **Tags only, no personalisation, only design**

REQUIRED  NOT REQUIRED

ENCLOSED  TO FOLLOW

### SAVE THE DATE

This can be sent out first to allow you to post out to your guests A.S.A.P.

REQUIRED  NOT REQUIRED

ENCLOSED  TO FOLLOW

PLEASE KEEP THE DATE FREE

2<sup>ND</sup> JUNE 2005

FOR OUR WEDDING

CHARLOTTE & MATTHEW

INVITATION AND DETAILS TO FOLLOW

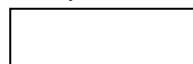
### TABLE PLANS

This can be sent out last minute to ensure most up to date information received from you...regarding guests. It can even be sent out the week prior to your wedding, however, names must be received in time to be added to the plan. E-mail preferred if possible to prevent any errors...and you can give your preferred seating arrangements, who to sit next to who...and who not to sit next to who!!! Very important.

THE DESIGN OF YOUR TABLE PLAN WILL DEPEND ON THE NUMBER OF GUESTS AND TABLES. IT CAN BE CREATED WITH EITHER ROUND OR RECTANGULAR TABLES..OR IF YOU HAVE YOUR OWN IDEAS WE WILL TRY ADAPT TO SUIT YOUR REQUIREMENTS.

CHARLOTTE & MATTHEW

2<sup>ND</sup> JUNE 2005



THIS IS A TRADITIONAL LAYOUT

### MENU

Details of your menu for your guests are available in either a Cube (4 sided), Scroll or an A5 folded.

REQUIRED  NOT REQUIRED

ENCLOSED  TO FOLLOW

Please choose from one of the following options:

CUBE  SCROLL  A5 FOLDED

CHARLOTTE & MATTHEW

2<sup>ND</sup> JUNE 2005

Details of menu



Details of menu



Details of menu



Details of menu

THIS IS A TRADITIONAL LAYOUT

## **THANK YOU CARDS**

Ideally these should be posted out when you return from your honeymoon, however, you will receive them prior to your wedding with your final stationery order. You can confirm your numbers at a later date.

REQUIRED [ ] NOT REQUIRED [ ]  
ENCLOSED [ ] TO FOLLOW [ ]

WE WOULD BOTH LIKE TO THANK YOU FOR MAKING  
OUR DAY SO SPECIAL AND FOR YOUR KIND WISHES  
AND LOVELY GIFTS  
CHARLOTTE & MATTHEW NOBLE  
17, THE DENE,  
MEDOMSLEY,  
DH8 6PS.

## **REPLY CARDS (R.S.V.P.)**

Useful in acquiring dietary information and final seating arrangements. Send them out with your Invitations, this will save on postage costs and by including a R.S.V.P. date, this will encourage your guests to reply quickly.

REQUIRED [ ] NOT REQUIRED [ ]  
ENCLOSED [ ] TO FOLLOW [ ]

THANK YOU FOR YOUR KIND INVITATION  
WE WILL / WILL NOT BE ABLE TO ACCEPT THE  
INVITATION TO CELEBRATE THE MARRIAGE OF  
CHARLOTTE & MATTHEW  
ON 2<sup>ND</sup> JUNE 2005

### **(MAY BE ADDED IF REQUESTED)**

SPECIAL DIETARY REQUIREMENTS (VEGETARIAN /  
DIABETIC / OTHER)  
\_\_\_\_\_ QUANTITY \_\_\_\_\_

PLEASE RETURN BY \_\_\_\_\_

## **DAYTIME WEDDING INVITATION**

Do you require Daytime Invitations and have you enclosed the information required?

REQUIRED [ ] NOT REQUIRED [ ]  
ENCLOSED [ ] TO FOLLOW [ ]

## **EVENING WEDDING INVITATION**

Do you require Evening Invitations and have you enclosed the information required?

REQUIRED [ ] NOT REQUIRED [ ]  
ENCLOSED [ ] TO FOLLOW [ ]

## **Wording and Layout for Invitations**

To help format your invitations, please choose from the options given. They are only suggestions, you may prefer to give us details of your own wording at no extra cost.

They have been printed in CAPITAL LETTERS for the examples only (unless specified they will be in upper and lower case). Please enclose details (e.g. guests names, if personalisation required, ceremony details, times etc.) clearly on a separate sheet, if required, or via e-mail. Remember, you may wish to include a reply date.

## **DAYTIME INVITATION**

<b>OPTION 1</b>	<b>OPTION 2</b>
MR & MRS D SMITH REQUEST THE PLEASURE OF THE COMPANY OF  AT THE MARRIAGE OF THEIR DAUGHTER CHARLOTTE SMITH WITH MATTHEW BRIAN NOBLE AT ST.MARY'S CHURCH, OVINGHAM ON SATURDAY, 2 <sup>ND</sup> JUNE 2005 AT 1.30PM FOLLOWED BY THE RECEPTION AT BRADLEY HALL, DURHAM  R.S.V.P. 17 THE DENE, MEDOMSLEY, DH8 6PS	MR & MRS D SMITH TOGETHER WITH MR & MRS A NOBLE HAVE GREAT PLEASURE IN INVITING  TO CELEBRATE THE MARRIAGE OF THEIR CHILDREN CHARLOTTE SMITH AND MATTHEW BRIAN NOBLE AT ST MARY'S CHURCH, OVINGHAM ON SATURDAY, 2 <sup>ND</sup> JUNE 2005 AT 1.30PM AND AFTERWARDS AT BRADLEY HALL, DURHAM  R.S.V.P. 17 THE DENE, MEDOMSLEY, DH8 6PS
CHARLOTTE SMITH AND MATTHEW BRIAN NOBLE WOULD LIKE  TO JOIN THEM TO CELEBRATE THEIR MARRIAGE AT ST MARY'S CHURCH, OVINGHAM ON SATURDAY, 2 <sup>ND</sup> JUNE, 2005 AT 1.30PM THE RECEPTION AFTERWARDS WILL BE HELD AT BRADLEY HALL, DURHAM  PLEASE REPLY TO 17 THE DENE, MEDOMSLEY, DH8 6PS	OWN WORDING ENCLOSED

**Please tick your option**

**OPTION 1 [ ] OPTION 2 [ ]**  
**OPTION 3 [ ] OPTION 4 [ ]**

**EVENING INVITATIONS**

<p style="text-align: center;"><b>OPTION 1</b></p> <p style="text-align: center;">MR AND MRS D SMITH REQUEST THE PLEASURE OF THE COMPANY OF</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">TO CELEBRATE THE MARRIAGE OF THEIR DAUGHTER CHARLOTTE SMITH WITH MATTHEW BRIAN NOBLE AT AN EVENING RECEPTION TO BE HELD AT BRADLEY HALL, DURHAM ON SATURDAY, 2<sup>ND</sup> JUNE, 2005 AT 7.30PM</p> <p style="text-align: center;">R.S.V.P. 17 THE DENE, MEDOMSLEY DH8 6PS</p>	<p style="text-align: center;"><b>OPTION 2</b></p> <p style="text-align: center;">MR &amp; MRS D SMITH TOGETHER WITH MR &amp; MRS A NOBLE HAVE GREAT PLEASURE IN INVITING</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">TO CELEBRATE THE MARRIAGE OF THEIR CHILDREN CHARLOTTE SMITH AND MATTHEW BRIAN NOBLE AT AN EVENING RECEPTION TO BE HELD AT BRADLEY HALL, DURHAM ON SATURDAY, 2<sup>ND</sup> JUNE, 2005 AT 7.30PM</p> <p style="text-align: center;">R.S.V.P. 17, THE DENE, MEDOMSLEY, DH8 6PS</p>
--	---

<p style="text-align: center;"><b>OPTION 3</b></p> <p style="text-align: center;">CHARLOTTE SMITH AND MATTHEW BRIAN NOBLE WOULD LIKE</p> <hr style="width: 20%; margin: auto;"/> <p style="text-align: center;">TO JOIN THEM AT AN EVENING RECEPTION TO BE HELD AT BRADLEY HALL, DURHAM ON SATURDAY, 2<sup>ND</sup> JUNE, 2005 AT 7.30PM</p> <p style="text-align: center;">PLEASE REPLY TO 17, THE DENE, MEDOMSLEY, DH8 6PS</p>	<p style="text-align: center;"><b>OPTION 4</b></p> <p style="text-align: center;">OWN WORDING ENCLOSED</p>
--	--

**Please tick your option**

OPTION 1 [ ] OPTION 2 [ ]

OPTION 3 [ ] OPTION 4 [ ]

**HELPFUL HINT**

Your invitations can indicate to your guests your theme (colour, formal / informal wedding). It is a good idea to enclose maps, gift lists, accommodation details and anything else your guests may find useful, inside your invitation when posting it out. This will put your guests at ease and make them feel important...and save on postage!!

**LETTERING STYLE FOR ALL STATIONERY**

Please remember to choose something that you feel will compliment your stationery and wedding theme. You and your guests must be able to read and understand the content.

**Please tick your chosen font style**

- 1) Andalus – Bride & Groom  
Request the pleasure of... [ ]
- 2) Book Antiqua – Bride & Groom  
Request the pleasure of... [ ]
- 3) ENGRAVERS MT – BRIDE AND GROOM  
REQUEST THE PLEASURE OF... [ ]
- 4) FangSong - Bride & Groom  
Request the pleasure of... [ ]
- 5) *French Script MT – Bride & Groom*  
*Request the pleasure of... [ ]*
- 6) Georgia – Bride & Groom  
Request the pleasure of... [ ]
- 7) JasmineUPC –Bride & Groom  
Request the pleasure of... [ ]
- 8) *Lucida Handwriting - Bride & Groom*  
*Request the pleasure of... [ ]*
- 9) Meiryo – Bride & Groom  
Request the pleasure of... [ ]
- 10) *Monotype Corsiva – Bride & Groom*  
*Request the pleasure of... [ ]*
- 11) Palatino Linotype – Bride & Groom  
Request the pleasure of... [ ]
- 12) *Segoe Script – Bride & Groom*  
*Request the pleasure of... [ ]*
- 12) Times New Roman – Bride & Groom  
Request the pleasure of... [ ]
- 13) Traditional Arabic – Bride & Groom  
Request the pleasure of... [ ]
- 14) *Vivaldi - Bride & Groom*  
*Request the pleasure of... [ ]*

**PLEASE CONFIRM YOUR CHOICE**

.....

PLEASE CONFIRM DESIGN CHOSEN:

DESIGN NAME CHOSEN : .....CARD COLOUR:.....

ITEM	QUANTITY	INDIVIDUAL PRICE	TOTAL PRICE
DAYTIME WEDDING INVITATION NON PERSONALISED			
DAYTIME WEDDING INVITATION PERSONALISED			
EVENING WEDDING INVITATION NON PERSONALISED			
EVENING WEDDING INVITATION PERSONALISED			
SAVE THE DATE CARDS			
R.S.V.P. REPLY CARDS (INCLUDES PRE-PRINTED ADDRESSED ENV)			
ORDER OF SERVICE			
MENU CUBE			
MENU SCROLL			
MENU A5 FOLDED			
PLACE NAME CARDS NON PERSONALISED			
PLACE NAME CARDS PERSONALISED			
FAVOUR BOX			
FAVOUR KEEPSAKE ITEM			
FAVOUR BAG			
FAVOUR TAG DESIGN ONLY			
FAVOUR TAG INCLUDING BRIDE & GROOM WEDDING DATE			
FAVOUR TAG INCLUDING GUESTS NAME WEDDING DATE			
CAKE BOXES			
TABLE SEATING PLAN SMALL (+ £5.95 PP per plan)			
TABLE SEATING PLAN MEDIUM (+ £7.95 PP per plan)			
TABLE SEATING PLAN LARGE (+ £9.95 PP per plan)			
TABLE NUMBER CARD			
TABLE NAME CARD			
GUEST BOOK			
THANK YOU CARDS			
WEDDING MEMORY BOX SMALL			
WEDDING MEMORY BOX MEDIUM			
WEDDING MEMORY BOX LARGE			
CHILDRENS ENTERTAINMENT BOX			
IF OTHER (PLEASE STATE)			

**Pay with credit/debit card via our website or please make cheques payable to J Noble + £10 postage (if order under £300) Subtotal-**

Please remember to deduct any charges made for samples sent at the beginning of your order process.

If Express Order required please state here with appropriate additional charge (25% to be added onto subtotal)

Please indicate: TICK Full Payment enclosed [ ] 50% Deposit enclosed [ ]

(NOTE: If less than £100 full payment is required on placing your order or outstanding amounts payable when returning signed proof.

**I have read the Process & Terms of Business attached and agree with its contents.**

**Please sign, print name and date x\_\_\_\_\_ Thank you.**

## Process & Terms of Business

Please read this information carefully, as it will provide you with all of the necessary information prior to placing an order.

### How do I place an order?

Browse our many designs – order samples (if required) – fill out order sheet – commencement of your order. Order and pay via our website or pick up your order sheet, fill in and return to the following address. 17 The Dene, Medomsley, County Durham. DH8 6PS or e-mail. [janette@silverbirch-designs.com](mailto:janette@silverbirch-designs.com) to request an order form, stating your full name, address, postcode, contact telephone number and date of wedding. Or, Telephone 07764484557 leaving your details (as above) spelling any difficult / unusual names to ensure delivery of your order sheet.

### Is there a sample service available?

We can offer a sample service, however, we are unable to personalise at this stage. There is a charge for this service as all samples are handmade to order. The charge will be deducted from your final stationery order. A maximum of 4 samples can be ordered. Order & pay via our website or send a cheque with your sample request card to: J Noble, 17 The Dene, Medomsley, Co. Durham. DH8 6PS. Include a brief covering letter, containing your request and contact details. If you do not have a sample request card simply follow the instructions given on our website regarding sample requests.

Crystal Collection = £1.00 Silver Collection = £1.75 Gold Collection = £2.75 Platinum Collection = £3.75 (plus 80p postage and packing each)

### When should I place my order?

The more notice you give the better it is for your guests, for you and for us. It is advisable to order your stationery at least 12 weeks before you want to post them out to your guests. This will allow time for you to place your order, receive and sign your proof and commencement of your order to take place. Try and allow at least 4 weeks for your guests to reply. It is your responsibility to give yourself plenty of time to receive your final numbers. Waiting for replies can be very stressful, we advise to always have a date on your reply cards for when you would like them returned by. We can split your order so you will receive all of your invitations first (Wedding Day and Evening), Save the Date cards, and then when you have your final numbers you can place your order for the remaining stationery (place name cards, menu's, order of service etc.). However, it is your responsibility to allow plenty of time for this. Provisional numbers can be placed early on. Save the Date cards can be sent out within 2 weeks of receiving your signed proof, to allow you to send them out A.S.A.P. if required.

### Can we offer an Express Service?

We can offer an express service for your stationery order. This allows you to receive your full order within 3 weeks of receiving your signed proof. This service is for those requiring their stationery urgently. However, this will incur an additional charge. If this service is not available for a particular order, we reserve the right to withdraw this service. We will inform you on application if this applies to your order. As all items are handmade, we will not risk substandard work, of which we are sure you will appreciate. Your order will be 100% payable on receipt of your order for express service, so do not forget to check if we can give you this service first. The additional charge will be 25% added onto the total order placed.

### Is there a minimum order quantity?

There is no minimum order for our stationery. We can cater for any sized wedding, both the small and intimate and the large extravagant wedding. However, it is advisable to order a few extras, particularly Evening Invitations and thank you for your priest, florist etc. There will always be somebody you have forgotten about!

### Proof and Confirmation of Order

It is your responsibility to check the accuracy of any proofs sent out to you before confirming that you are happy and your acceptance is given for the order to go ahead. The proof must be signed and dated and returned to us. On receipt of your signed proof a confirmation letter will be sent to you and we will proceed with producing your handmade stationary order as required. Final stationary will match your signed proof. As all stationary is handmade the design may vary slightly. This will be kept to a minimum. One of each item ordered will be sent for you to sign and date, excluding Table plans.

### What happens about delivery of my order?

Postage costs will be charged at £10.00 per order, within mainland UK. Orders will be delivered by Special Delivery on a convenient day to you. A signature will be required upon delivery. All orders over £300 we will pay the postage costs for the delivery of your order. (Table plans priced separately).

### What about Payments and Deposits?

You can pay immediately in full via our website or...A deposit is required when placing your order which is non-refundable. 50% is payable of the total order to secure your order. The remaining 50% outstanding balance is due when we receive your signed proof (following and adjustments, if necessary). Your balance is 100% payable to commence with your full order and is non-refundable. If your order is less than £100 full payment will be required on placing your order, which is non-refundable. See Express Service details for particulars on this service.

### Cancellations and Refunds

Each item of stationary has been handmade, therefore, regrettably charges must be incurred by you on any cancellation. Prior to signed proof your deposit will be lost. Following signed proof the whole costs are payable and non-refundable. Once dispatched Silver Birch Designs will not accept responsibility for loss or damage during delivery. Damage must be reported within 5 days of delivery. In exceptional circumstances, refunds can be given at the discretion of Silver Birch Designs, depending on production stage. Refunds will not be given for items used or damaged, showing no faulty goods or workmanship to Silver Birch Designs. Fair wear and tear is not accepted as reason for refund.

**Liability and Data Protection** You should be aware that some of our products are not suitable for young children due to small parts. All prices shown are in UK pounds sterling and are inclusive of any VAT. We will not disclose any personal information to third parties.

**All artwork and designs belong to and remain the property of Silver Birch Designs. All content within this form subject to any changes made by SBD.**

Please use this page for any additional notes.