



## ORDER FORM

NAME			
DATE			
ADDRESS			
EMAIL / TEL			
DATE OF EVENT		TIME OF EVENT	
VENUE ADDRESS 1			
VENUE ADDRESS 2			
RSVP ADDRESS			
DESIGN SUITE			
COLOUR/S			
<b>FONT/S</b> See options below			
<b>WORDING</b> See options below			
<b>ANY OTHER INFO</b> Use this space for anything else or any questions you have  <i>(Details for any additional Information inserts to be sent by email please)</i>			

[www.tomarty.co.uk](http://www.tomarty.co.uk)

tomarty@hotmail.co.uk | 01634 611175 | @tomarty.stationery



## Wording Options

<b>OPTION 1</b> (Parent/s name/s) of the Bride request the pleasure of your company (Space for guest name/s) to celebrate the marriage of their daughter (Bride's Name) to (Groom's Name) at (venue name & address) on (date) at (time) wedding breakfast & reception to follow RSVP by (date) to (address)	<b>OPTION 2</b> (Bride's Name) & (Groom's Name) request the pleasure of your company (Space for guest name/s) to celebrate their marriage at (venue name & address) on (date) at (time) wedding breakfast & reception to follow RSVP by (date) to (address)
<b>OPTION 1</b> (Parent/s name/s) of the Bride are delighted to invite you (Space for guest name/s) to join them for the marriage of their daughter (Bride's Name) to (Groom's Name) at (venue name & address) on (date) at (time) wedding breakfast & reception to follow RSVP by (date) to (address)	<b>OPTION 4</b> Together with their families / parents (Bride's Name) & (Groom's Name) request the pleasure of your company (Space for guest name/s) to celebrate their marriage at (venue name & address) on (date) at (time) wedding breakfast & reception to follow RSVP by (date) to (address)

## Font Style Options

*Please choose from below or if you want something in particular please ask*

Quicksand

BEANSTALK

*Adorable*

Academy

TRAJAN

Typewriter

Avenir

Riesling

COPPERPLATE

Palatino

Didot

GT HERINA

*Olivia*

*Amira*

*Great Britain*

*Basirah*

*Bohème*

*Black Angel*

*Brittany*

*Gwendolyn*

*Majesty*

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## What do you need?

*Please complete the form below to state what you'd like to order*

FAB ITEMS I CAN'T WAIT TO HAVE.....	THE AMOUNT I NEED...		
SAVE THE DATE Cards ..... Magnets .....			
DAY INVITATIONS			
EVENING INVITATIONS			
RSVP CARDS	Add Menu Selection table to RSVP	Y/N	
1 x INFORMATION CARD / INSERT			
2 x INFORMATION CARD / INSERT			
3 x INFORMATION CARD / INSERT			
GUEST NAME PRINTING			
POSTAL ENVELOPE ADDRESS PRINTING			
RSVP ENVELOPE PRINTING			
ORDER OF CERERMONY / DAY A5 size booklet with insert			
ORDER OF CERERMONY / DAY A5 flat card, double-sided			
WEDDING TIMELINE / WELCOME BOARD A1 Matte PVC ..... A1 Polished Acrylic .....			
TABLE PLAN - MOUNTBOARD STYLE A1 Matte PVC ..... A1 Polished Acrylic .....			
TABLE PLAN - PRINTED BOARD STYLE A1 Matte PVC ..... A1 Polished Acrylic .....			
TABLE NUMBER / TABLE NAME CARDS			
PLACE CARDS Tent Shape ..... Tassel Tag .....	Individual Guest Menu Options	Y/N	
MENU CARDS Booklet ..... Individual Guest Menu/Place Card .....			
WEDDING FAVOURS Favour Boxes ..... Scratchcard Pockets .....			
CAKE BOXES			
GUEST BOOK			
POST BOX Cardboard ..... White Wood Lockable, Hire Only .....			
THANK YOU CARDS Photo Postcard ..... To match design suite .....			

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## TERMS & CONDITIONS

### INVOICING

Once your order form has been processed you will receive an invoice for the total of your order. You will then be required to pay your 50% deposit.

### PAYMENT

A deposit of 50% of the total order will be required before any work will take place on the order. This can be paid in the following ways:

- 1) Bank Transfer - payment details will be on your invoice.
- 2) By cheque (payable Miss L Campbell) by post, along with a copy of your invoice.
- 3) Paypal Invoice - **please note this will incur an additional transaction charge.**

### PROOFS

When the deposit has been received for the order, relevant proofs will be sent out to you within 1-2 weeks for your signature of approval. Your signature will be confirmation that all information is correct and as you wish your final product to appear, so please make sure that all elements are correct before approving. If incorrect information is printed on the final product that has been given your signature of approval on the proof, replacement of items affected will be the sole responsibility and cost to the Tomarty customer.

### TIMESCALE

Orders should be placed approximately 2-3 weeks before your requirement date.

Remember when ordering that it is usual to send out your invitations approximately 3-4 months before the big day, and Save the Date cards even sooner (usually 9-12 months before). Please be sure to give us plenty of time to create your unique stationery in time for you to send out to your guests.

NOTE: We **DO** accept orders on a faster turnaround, but please telephone or email us before ordering to make sure that we are able to meet your deadline at that particular time. It will, of course, depend upon current workloads.

### MANUFACTURE

All products are handmade, so there may be very slight variations between items, as is to be expected with hand crafting. Items will also not always be exact replicas of those shown on the website due to availability of and discontinuing materials from our suppliers.

### CANCELLATIONS/RETURNS

All our stationery is created on a made-to-order basis. If, for any reason, you wish to cancel your order, Tomarty Stationery has the right to retain your 50% deposit, or an agreed amount between Tomarty and the Client. Exchanges and refunds are only available in the event of any faulty goods, and work will only take place on replacements once damaged/faulty goods are returned to us.

### POSTAGE & PACKAGING

Postage and packaging is calculated individually for each order, according to size and weight of your total order and each package sent out will incur a postage charge, so in cases where you are ordering items that cannot be supplied and sent at the same time as the initial parcel (such as Order of Service, Place Cards, Menus etc) several postage amounts will show on the invoice.

A separate postage cost will always be given for delivery of Seating Plans.

Of course if you are local to Tomarty you are welcome to collect in person.

### FINAL PAYMENT

The balance of your order will be due before dispatch of your stationery - you will be informed that your stationery is ready for dispatch and will be quoted for the cost of your postage if not already agreed on the invoice. Payment for the balance PLUS any outstanding postage costs will have to be cleared before dispatch of your items.

**When placing an order with Tomarty Stationery you are agreeing to all of the above T&C's so please make sure you have read and understand them fully.**

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