

# Aristocards Order Form Page 1

Please forward cheques to 1 Weston Close, Sea Mills, Bristol, BS9 2JG

Please complete all parts of this form and send along with your cheque (made payable to Mrs T. Watkins) for 50% of the total amount to the above address.

## Your Details :

Forename :

Surname :

Address:

Postcode:

Contact Number :

Email Address :

Delivery Address :  
(if different from above)

Postcode :

# Aristocards Order Form Page 2

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## Your Chosen Design :

When completing this part of the form we recommend that you have our website visible to use as an aid and also to ensure that the correct card design, font etc. is entered onto the form.

	Design Name	Card Colour	Theme Colour	Detailing	Wording Colour
Example	<i>Eloiny</i>	<i>Ivory</i>	<i>Baby Blue</i>	<i>Silver Bells / Hearts</i>	<i>Silver</i>

## Your Chosen Font :

Example

<i>Monotype Corsiva</i>

### Fonts Available

<i>Bradley Hand</i>	Papyrus
<i>Carlz</i>	<i>Monotype Corsiva</i>
<b>Parade</b>	Verdana
<i>French Script</i>	<i>Viner Hand</i>
<i>Sciot</i>	<i>Vladimir</i>

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## Your Chosen Wording :

You can attach your chosen wording on a separate piece of paper. However if you would like to use any of the 'Wording Ideas' detailed on our website, please enter the relevant number; e.g. Wedding Invitation No. 1 .

Wedding Invitation	
Evening Invitation	
RSVP	
Thank You	

If you leave any of these blank, you will need to confirm your own words at least 21 days before your stationery is required (see Terms and Conditions)

## Date Stationery Needed By You :

_____ / _____ / 2009/10
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Please take into consideration that some orders can take up to 10 weeks to complete from Aristocards receiving confirmation that you are happy with the proof of your chosen design theme.

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## Invitation Information :

Any details that are still unknown can be sent to us at a later date. This missing information will need to be received by us when you confirm your proofs before your stationery is required by you, leaving enough time for you to send to your guests.

<b>Brides Name:</b>	
<b>Grooms Name:</b>	
<b>Who will the invitations be addressed from</b> <i>(e.g. Bride's Parents, Bride and Groom etc.)</i>	
<b>Date of your Wedding</b>	
<b>Time of Wedding Ceremony</b>	
<b>Ceremony Venue (please state full address)</b>	
<b>Evening Venue (please state full address)</b>	
<b>What time does your evening reception begin?</b>	
<b>What time does your evening reception finish?</b> <i>(this can be left blank if you do not wish to state a finishing time)</i>	
<b>Would you like to include "Carriages at Midnight" on your Evening Invitation wording?</b>	

# Aristocards Order Form Page 5

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## Menu Information :

*This information can be sent at a later date if all details are yet to be finalised.*

<b>Starter:</b>	
<b>Main Course:</b>	
<b>Vegetarian Option:</b>	
<b>Dessert:</b>	
<b>Additional Courses:</b>	
<b>Further Information:</b>	





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## Items to Order :

Please note that 50% of your order amount will be required when forwarding this order form to Aristocards.

Item	Quantity	Unit Price £	Total Price £
Wedding Invitations			
Evening Invitations			
Order of Service			
Menus			
Place Cards			
Thank You Cards			
		<b>GRAND TOTAL</b>	£
		<b>50% DEPOSIT</b>	£

Don't forget to order place cards for your own wedding party as well as your guests!

Please make cheques payable to  
*Mrs T. Watkins*  
and forward to the address detailed above

If there are any problems with the details of your order, please contact us immediately via email.

Please refer to the Terms and Conditions for more details and payment information.

# Aristocards Terms and Conditions

Before placing your order please read the following Terms and Conditions. By placing your order you are agreeing to accept these terms.

1. All cards are handmade to each order; as such slight variations may occur.
2. Quotes are valid for 30 days from date of enquiry.
3. A non-returnable deposit of 50% of the total amount payable will be required within 2 weeks of you placing an order online. Please make cheques payable to: *Mrs T. Watkins*
4. Proofs of your chosen design will be sent to you within 2 weeks of us receiving your completed order and 50% deposit.
  - 4.1. Please check proofs thoroughly, mark clearly any corrections to be made and return to us as early as possible. We will then send you a new set of proofs within 2 weeks of receiving your alterations.
  - 4.2. Confirmation of your chosen card design and relevant inserts can be made at separate times. As long as we have confirmation of your chosen card design we can continue with your order.
  - 4.3. Wording and details of personal information e.g. for inserts, place cards and menus, will need to be received by Aristocards at least 21 days before stationery is required by you.
  - 4.4. Any amendments to wording and/or details of personal information e.g. for inserts, place cards and menus requested by you after confirmation of proof has been received by Aristocards may incur an additional charge. The charge is a £10 flat fee plus 10p per insert to be rectified (plus p&p).
5. Once you are happy with your proofs, please complete the accompanying confirmation form and return it to us. Upon receipt work will commence on your order. Your order will be dispatched once the residual balance has been paid; this will be the remaining 50% of your order value plus postage and packaging costs. We recommend this is paid 3 weeks before your completion date.
  - 5.1. Any orders totalling less than £100 or orders needed in less than 6 weeks require payment in full at the time of purchase.
6. In the unfortunate event that you may need to cancel your order after the proofs have been confirmed; please let us know as soon as possible in writing by either letter or email. Depending on how far we have progressed with your order, any work that has been completed that exceeds the deposit amount will need to be paid for by you.
7. Orders normally take approximately 8 – 10 weeks from approval of proofs, unless stationery is required at short notice, e.g. 6 weeks or less, in which case we will have confirmed the completion date to you.
8. All prices are subject to change. This will not affect any orders that have been confirmed.
9. All of our items are sent by special delivery and will require a signature upon delivery. Postage and Packaging charges range from approximately £5 - £20 depending on size and weight.
  - 9.1. As we take great care in packaging orders we do not accept responsibility for loss or damage of goods. However, as all orders are sent by Special Delivery, Royal Mail insures deliveries – please see the Royal Mail website for further details.
10. Please be sure to order all stationery at the same time. Colours may vary from original handcrafted cards if further orders are made at a later date; while we will make every effort to match colours, we can not guarantee this.
11. Aristocards may experience difficulty in ordering some of the materials used in making the cards. If found to be discontinued or unavailable we reserve the right to substitute the original materials for items of similar design and quality. We will contact you if this situation does arise.
12. Refunds or replacements may be given if the goods are found to be faulty at the discretion of Aristocards.
13. All invitations, menus and order of service will bear Aristocards contact details on the reverse. This is for copyright reasons.
14. We regard privacy to be very important; we do not agree to and will not pass on any information about you to other companies. The only reason that we may need to divulge this information is for tax purposes.
15. Due to the small parts that are used to embellish our cards please keep out of reach of babies and small children.
16. All designs are the sole property of Aristocards and may not be copied or reproduced in any form without our prior permission.