

ORDER FORM

Contact details

Name _____
 Address _____

 POSTCODE _____
 Daytime tel no _____
 Evening tel no _____
 Email _____

Delivery Details

Name _____
 Address _____

 POSTCODE _____
 Daytime tel no _____
 Evening tel no _____
 Email _____

Wedding details

Bride's name _____
 Groom's name _____
 Host's name(s) _____
 RSVP address _____
 Date to RSVP by _____
 Date of Wedding _____
 Ceremony venue & address _____
 Time of ceremony _____
 Reception venue & address _____
 Time of Evening reception _____
 Any additional information _____

Terms and Conditions of Sale

Please take the time to read this carefully ☺

- 1) We require a 50% deposit of the total cost when placing your order via a paper order form. This is non-refundable. Orders placed through the website must be paid for in full at the time of order placement. We accept payment by cheque, paypal and most major credit and debit cards.
- 2) When completing your order form, please type or use BLOCK CAPITALS to ensure we get the correct spellings etc.
- 3) Upon receipt of your order, we will confirm all delivery dates of various products in your order. In line with the dates agreed, proofs will be sent to you for approval. These must be signed and returned to us before production of that part of your order can commence. Reading these proofs is very important as it is down to you, the customer, to ensure all the information is correct.
- 4) Orders which are cancelled or changed after the proofs have been signed and returned will have to be charged in full as we may already have commenced production of your order. Changes will incur further costs.
- 5) If your order was placed using a paper order form, once your order is completed, we will email you with the total outstanding balance, which must be paid in full before your order is dispatched.
- 6) All orders are dispatched using recorded delivery which must be signed-for on arrival. After dispatch, Kouchi Blue Designs accepts no responsibility for loss or damage.

Customer confirmation

I accept that all the order details above and overleaf are correct, and I agree to the terms and conditions of sale, of which I have been given a copy.

Signed: _____ Date: _____

Print name: _____

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Web: www.kouchibluedesigns.co.uk
 Email: info@kouchibluedesigns.co.uk
 Mobile: 07734 660071

Creators of individually handcrafted wedding stationery

ORDER FORM

Collection _____
 Ribbon colour 1 _____ Font style for front _____
 Ribbon colour 2 _____ Font style for inserts _____
 Card colour White Ivory *delete as applicable*

	Wording code	Quantity	Unit price	Total £
Save the Date				
Wedding Invitation				
Evening Invitation				
R.S.V.P. Card				
Order of the Day				
Order of Service				
Menu - small				
Menu - large				
Thank You Card				
Table Name				
Table Number				
Place Name Card				
Table Plan	Framed Unframed <i>delete as applicable</i>			
	Box style	Quantity	Unit price	
Favour box				
Guest names printed on invitation inserts			£0.20	
Guest names printed on Place Name cards			£0.20	
Guest names printed on R.S.V.P. cards			£0.20	
Guest addresses printed on envelopes			£0.30	

Payment Details:

Payment by cheque (made payable to N D Chapman)
 Payment by Paypal (to natds@yahoo.com)
 Payment by debit / credit card:

Card type Mastercard / Visa / Visa Debit / Maestro

SUBTOTAL	
DISCOUNT	
POSTAGE	
TOTAL	
DEPOSIT	

Card number

Start date / End date / 3-digit security number:

Card holder's signature _____

Card holder's address _____

Please send your completed order form and payment to: Kouchi Blue Designs, 97a Woodplumpton Road, Ashton, Preston, PR2 2LQ



Web: www.kouchibluedesigns.co.uk
 Email: info@kouchibluedesigns.co.uk
 Mobile: 07734 660071

Order confirmation - customer copy

Received from: _____

The sum of: _____ payment method: CHEQUE / PAYPAL / DEBIT CARD / CREDIT CARD

Signed on behalf of Kouchi Blue Designs: _____