



Order Form – Wedding Table Plan

FOR ASSISTANCE WITH COMPLETING THIS ORDER FORM PLEASE CONTACT US EITHER BY EMAIL OR TELEPHONE:

TEL: 01670 860 396 or 07903 963 836 - Email: enquiries@papillondesigns.net

(If you require a design that is not in our range then please discuss this with us, complete as much of the order form as possible and note on a separate sheet your exact requirements).

Please use black ink & BLOCK CAPITALS. Continue on separate sheets of paper if necessary.

WHERE DID YOU HEAR ABOUT US: _____ DATE OF ORDER: _____

CLIENT DETAILS

Name & Address
Postcode
Daytime Telephone:
Evening and/or mobile:
E-mail:

DELIVERY ADDRESS (if different)

Name & Address
Postcode

WEDDING DETAILS

Any special requirements please do not hesitate to ask, we are here to help.

An agreed production time will be made upon receipt of order form and payment. If you require your table plan urgently please contact us for our earliest available production slot.

Order Details:				
Bride's Name (as you want it to be printed)				
Groom's Name (as you want it to be printed)				
Wedding Date				
Preferred date table plan required by (to be agreed):				
Item:	Description of style/colour etc required:	Quantity:	Price Per Item:	Total Amount:
Table Plan	(Please continue on separate sheet if necessary or in the "Additional Information /Details" section later in this form).			
Running Total:			£	
Add Postage & Packaging Cost:			£	
£10.99 – parcel sent by Parcel Force 48hr signed for service and insured up to £150 in value.				
Grand Total:			£	
(this amount is to be paid when ordering – please send payment with your order form)				
(We accept cheques and postal orders. Please make cheques and postal orders payable to: Papillon Designs. If you prefer to pay by PayPal please contact us – a fee of £2.00 is payable for paying by PayPal.)				

Lettering/font style you would like for your table plan _____ (available to download on the website - on our "information" page or we can send them by post or email upon request). We can also offer other lettering/font styles or use one of your preferences.

Card colour (please tick):

Ivory Matt Hammered effect []

White Matt Hammered effect []

Smooth black effect []

Ivory pearlescent effect (A2 size plans only) [] Note: if you require other coloured card please discuss this with us.

If you require a particular colour (i.e. to theme your table plan with your wedding day colour scheme) please attach a colour sample with this form and we will endeavour to match this as closely as possible.

Additional Information / Details:

PLEASE NOTE:

We require you to email your guest list / table plan details to us in either word or excel format (or even directly in an email with the appropriate table names/numbers) and an indication of how you would like the formation/layout of the tables to be.

We will then email you a visual/proof so you may check the design and layout of the guest's / tables prior to the table plan being made.

Signed:

Print Name:

Date:

Please sign to confirm your details are correct – payment is understood to be acceptance of the terms and conditions of Papillon Designs – these can be found on our website or we can email a copy to you. Alternatively if you do not have access to email or the website we can post a hardcopy to you if required.

PLEASE SEND YOUR COMPLETED ORDER FORM, PAYMENT AND ANY ADDITIONAL SHEETS TO:

PAPILLON DESIGNS TABLE PLAN BOUTIQUE, 47 LINDEN WAY, ELLINGTON, MORPETH, NORTHUMBERLAND NE61 5EY

If you have any questions please either email or phone us on: enquiries@papillondesigns.net Tel: 01670 860 396

(Version – 14th AUGUST 2009)