ORDER FORM

the DOO
contemporary wedding stationery

Please fill in your order details as much as possible and post to:
The Doo Ltd, The Studio, 17 Ashurst Close, Horsham, West Sussex, RH12 4JN

Once we receive your order we will check it over for you, generate an invoice and contact you to confirm the details if required.
If you have chosen to pay by card we will contact you for the details before we start on your order.
Payment by cheque can be sent with this order form as it will require time to clear before we can begin your order.

If you would like to send furher details, or the names and layout for a table plan
please send an email with a Word or Excel (not docx) files to: info@thedoo.co.uk stating the bride and grooms name.

Item	Design	Colour match or DIY	Typeface	Qty	Total
i.e. Day invitations	*Tying The Knot*	*Pink (swatch attached)*	*Script*		

Sub total	
If you have chosen 'Personal Pics' Please add £10 if supplying digital images or £15 if supplying photos for us to scan and return	
If you have chosen Colour Matched designs Please add £15 for us to colour match your order Please add £50 if you require a metallic colour	
Postage and Packing Please add £10 for your 1st order, £7.50 for subsequent orders Single UK orders totalling over £400 are free All postage to EIRE is £25	
Grand total	**£**

ORDERING DIY ITEMS

If you are only ordering DIY items from our ranges, please fill in this order form page and your preferred payment method and return to us.

You don't need to fill in the personalised wording as you will be printing your wording at home, with the templates that we supply with all DIY orders.

Please tick which method of payment you would like to use

I enclose payment by cheque (made payable to 'The Doo Ltd')	
Please debit my card as shown on page 4	
Please ring me to take my card details	

Please do not send cash

ORDER DETAILS

A note about proofs...

We will send you a proof based on the details you supply here. You will be able to amend and correct the proof if required. We will then send you a further proof as an email PDF to review (printed 2nd proofs can be supplied if required.) Your order will only be sent to print when you are completely happy with it and have approved the design and layout.

If you'd like something different in your wedding stationery...

If these templates don't allow for the text that you require, please send an email or word file attachment detailing the copy that you would like shown and we will be happy to add it for you.

NAME: _____

ADDRESS: _____

_____

_____

POST CODE: ☐☐☐☐ ☐☐☐

MOBILE: ☐☐☐☐☐☐☐☐☐☐☐

DAYTIME TEL: ☐☐☐☐☐☐☐☐☐☐☐

EMAIL: _____

DATE OF WEDDING: _____

BRIDE'S NAME: _____

GROOM'S NAME: _____

DELIVERY ADDRESS: (a signature will be required on delivery):

_____

_____

_____

WEDDING INVITATIONS

Your personalised wording...

Please write in full, exactly as you wish the wording to appear, remembering to indicate if a line is required to write guests names on.

(Alternatively you are welcome to email or send a word document)

RSVP details (if required): _____

EVENING INVITATIONS

Your personalised wording...

Please write in full, exactly as you wish the wording to appear, remembering to indicate if a line is required to write guests names on.

(Alternatively you are welcome to email or send a word document)

RSVP details (if required): _____

SAVE THE DATE CARDS

Your personalised wording...

Please write in full, exactly as you wish the wording to appear, remembering to indicate if a line is required to write guests names on.

(Alternatively you are welcome to email or send a word document)

RSVP / REPLY CARDS

Your personalised wording...

Please write in full, exactly as you wish the wording to appear, remembering to indicate if a line or tick box is required for guests to reply with.

(Alternatively you are welcome to email or send a word document)

Reply address (for postcards only): _____

MENUS

Your personalised wording...

Please write in full, exactly as you wish the wording to appear.
Please note that flat card menus are single sided with less room for text.

(Alternatively you are welcome to email or send a word document)

TABLE NUMBERS OR NAMES

Your personalised wording...

Please write exactly as you wish the wording to appear i.e;
Table 1 - Table 10 or One - Ten etc.

(Alternatively you are welcome to email or send a word document)

THANK YOU CARDS

Your personalised wording...

Please write in full, exactly as you wish the wording to appear, remembering to indicate if a line or space is required to write guests names on.

(Alternatively you are welcome to email or send a word document)

ORDER OF SERVICE / ORDER OF THE DAY

Your personalised wording...
Please write in full, exactly as you wish the wording to appear, remembering to include all Hymn/Song and Reading names in full.

(Alternatively you are welcome to email or send a word document)

Please note that fully transcribed Hymns, Songs and Readings (including verses) may be subject to copyright and additional fees to publish them. Please contact us if you are unsure.

We can supply an example Order of Service/Day if required - please ask.

NAME & ADDRESS OF VENUE (for title page)

TIME OF SERVICE (for title page) _____

DATE OF SERVICE (for title page) _____

WORDING _____

TABLE PLANS AND NAMED PLACE CARDS

Your personalised wording...
To ensure that we spell your guests names correctly we prefer to work directly from a listed excel document to prevent errors.

Please let us know if you are unable to provide an excel document by email.

Named Place Cards
Have space for a first name and surname, and will be sized according to the longest name. You are of course welcome to use only first names or nicknames that are two words long.

Table Plans
Have room for a title header including the Bride and Grooms names, date of celebration and venue name. All tables are listed by name or number, and guest names are listed below as a first name and surname. The size of the table and guest names is dependant on the number of tables and guests to be included.

We can supply an example Table Plan if required - please ask.

Questions, or queries? Need more help?

The Doo Ltd
The Studio - 17 Ashurst Close
Horsham
West Sussex
RH12 4JN

thedoo.co.uk | info@thedoo.co.uk | 0845 608 1777

CARD PAYMENT DETAILS (if required)

Please carefully fill in your details if you wish to pay directly by card.

☐ ☐ ☐ ☐ ☐

Card number Switch only

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐

Security number

☐☐☐ Last 3 digits on the signature strip

Start date ☐☐☐☐ Expiry date ☐☐☐☐ Issue number ☐☐☐☐ Switch only

Name printed on credit / debit card

Address where card is registered

Signature