

# Wedding Stationery & Napkin Order Form

Extra Special Touch. 9, Long Hill Rise, Hucknall, Nottingham. NG15 6GL  
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Your Details	Delivery Details
Name:	Name:
Address:	Address: Deliveries are Mon-Fri 9-5pm and a signature is required.
Tel Number:	Tel Number:
Email Address:	
Monogrammed Wedding Napkin Details (only fill in if ordering napkins)	
Napkin colour / type : WHITE 100% COTTON	Monogram / Embroidery style (shown on website, please circle option required )  Personalised Monogram
Embroidery Colour : Please state if you are enclosing a colour sample for us to match to : YES / NO	Fancy Monogram  Straight Line Monogram  Couples name & full date of wedding  Couples name & abbreviated date of wedding
Font Style (shown on website. Fancy Monogram does not have the option to change the style of font)	Initials / wording to be embroidered
Please suggest an approximate delivery date for your napkins :	
Monogrammed Wedding Stationery Details (only fill in if ordering stationery)	
Front card colour : WHITE	Font Style (shown on website) :
Please suggest an approximate delivery date for your stationery items :	

Your Wedding Details (only fill in if ordering stationery)	
Brides Name:	Grooms Name:
Hosts Names:	RSVP Date (optional) :
RSVP Address:	Time of Evening Reception:
Date of Wedding:	Time of Ceremony:
Ceremony Details:	Reception Details:

Item	Quantity	Cost	Total
Wedding Invitation + Envelope + RSVP postcard		£3.50 each	
Evening Invitation + Envelope + RSVP postcard		£3.50 each	
Order of Service/Day		£3.00 each	
Menu		£2.00 each	
Table Name/Number		£1.50 each	
Place Card with Printed Guest Names		£1.00 each	
Keepsake Box		£15.00 each	
Thank You Card + Envelope		£2.00 each	
Guest Book (with presentation box)		Not available yet	
Photo Album (with presentation box)		Not available yet	
Table Plan - Up to 8 tables and top table		£45.00	
Embroidered Napkins 1 - 20 napkins - £5.00 each, 20 - 40 napkins - £4.50 each, 40 - 60 napkins - £4.00 each, 60+ napkins - £3.50 each.			
<b>Optional Extras</b>			
Guest Name Printing on Wedding Invitations + 30p (list to be sent electronically only - no hard copies)		20p each	
Guest Name Printing on Evening Invitations + 30p (list to be sent electronically only - no hard copies)		20p each	
Guest Name Embroidered on Napkins + 50p (list to be sent electronically only - no hard copies)		50p each	
<b>Subtotal</b>			
<b>Postage and Packaging</b> For delivery to UK mainland. Small orders less than 2kg are £9.00 per delivery Large orders more than 2kg are £15.00 per delivery Table Plans are charged at £10.00 per delivery Please contact us for delivery charges outside UK mainland.			
<b>Total</b>			

**Payment**

Please state how you wish to pay the 50% deposit

Cheque (made payable to Extra Special Touch) YES/NO

PayPal Invoice YES/NO

**I have read and agree to the terms and conditions - a copy of these can be found on our website**

**YOUR SIGNATURE IS REQUIRED. IF SENDING THIS TO US VIA EMAIL TO BOOK A DIARY SLOT THEN WE NEED A HARD COPY OF THE SIGNED ORDER FORM SENT TO US AS WELL BEFORE WE CAN PROCEED WITH YOUR ORDER.**

Signed

Date

