

# Datz Creationz

tel: 07759820406

## WEDDING STATIONERY ORDER FORM

Use this form when submitting your order by post, attach any typesetting instructions, which should be typed or handwritten on a separate sheet. Any other details should be written on a separate sheet and attached to this order form. Wording layouts, colours and typefaces are shown on our website.

### ORDER DETAILS (where applicable)

Design: .....  
 Card colour: .....  
 Insert colour: .....  
 Insert font: .....  
 Font colour: .....  
 Ribbon colour: .....  
 Rhinestone col: .....  
 Decoration col: .....

### CUSTOMER DETAILS

Name: .....  
 Address: .....  
 .....  
 Postcode: .....  
 Telephone: .....  
 Mobile: .....  
 Email: .....

### CEREMONY DETAILS (please enter information as you would like it printed)

Hosts:	Day:
Bride & Grooms names:	Date:
Name & address of the church or venue:	Time:
	Layout:
	Include RSVP details on insert: YES/NO

### EVENING RECEPTION DETAILS Name & address:

### RSVP DETAILS Reply address:

Time:	RSVP Reply By Date:
Layout:	RSVP Layout:

### INVITATION

QTY PRICE ITEM TOTAL

### SAVE THE DATE

QTY PRICE ITEM TOTAL

Wedding invitation				Send Date:				
printed guests names		£0.20		plain		£0.80		
Evening invitation				decorated				
printed guests names		£0.20						
if you have selected printed names please supply list on a separate sheet, which must be typed or written clearly			sub total	£	sub total			£

### RSVP

QTY PRICE ITEM TOTAL

### DIRECTIONS CARD

QTY PRICE ITEM TOTAL

plain		£0.80		plain		£0.70	
decorated				decorated			
sub total			£	sub total			£

**ACCOMODATION CARD**

	QTY	PRICE	ITEM TOTAL
plain		£0.70	
decorated			
sub total			£

**THANK YOU CARD**

	QTY	PRICE	ITEM TOTAL
printed guest names		£0.20	
sub total			£

**MENU**

	QTY	PRICE	ITEM TOTAL
sub total			£

**ORDER OF SERVICE**

	QTY	PRICE	ITEM TOTAL
printed hymns		£0.50	
sub total			£

**PLACECARDS**

	QTY	PRICE	ITEM TOTAL
printed guests names		£0.20	
sub total			£

**CAMERA CARD**

	QTY	PRICE	ITEM TOTAL
sub total			£

**UK DELIVERY PRICES**

- Orders £0.00 - £10.00 = Free
- Orders £10.01 - £25.00 = £4.00
- Orders £25.01 - £45.00 = £5.00
- Orders £45.01 - £75.00 = £7.00
- Orders £75.01 - £100.00 = £10.00
- Orders £100.01 - £250.00 = £13.00
- Orders £250.01 or more = Free

International orders are sent via airmail & will be charged accordingly prices on request.

**INSURANCE** (if required)

- Orders £0 - £34 = Free
- Orders £34.01 - £100 = £1.20
- Orders £100.01 - £250 = £2.45
- Orders £250.01 - £500 = £3.70

Insurance on international orders will be charged accordingly prices on request.

PLEASE ENTER CODE HERE .....

**ORDER SUMMERY**

DAY INVITATION	£
EVENING INVITATION	£
SAVE THE DATE	£
RSVP	£
DIRECTIONS CARD	£
ACCOMODATION CARD	£
THANK YOU CARD	£
ORDER OF SERVICE/DAY	£
PLACECARDS	£
OTHER	£
<b>TOTAL GOODS</b>	<b>£</b>
10% DISCOUNT (if applicable)	£
15% CODE DISCOUNT (if applicable)	£
SAMPLE DISCOUNT (if applicable)	£
<b>TOTAL</b>	<b>£</b>
DELIVERY CHARGE	£
INSURANCE (if required)	£
<b>GRAND TOTAL</b>	<b>£</b>
50% DEPOSIT TO PAY	£
<b>REMAINING BALANCE TO PAY</b> (on completion)	<b>£</b>

**PAYMENT DETAILS**

Cheque Enclosed (payable to D. Taylor)

Deposit Enclosed (non refundable)

£

Postal Order Enclosed

Remaining Balance to pay on completion

£

Request Paypal Invoice

I confirm that I have checked the details of this order and that I have read and understood the Terms and Conditions.

Customer Signature:

Date:

## WHAT TO DO NOW

please complete pages 1 and 2 of the order form and return them with your deposit and any information sheets to:

Datz Creationz  
5 Alwin Road  
Rowley Regis  
West Midlands  
B65 8BN

Your proof will be issued within 14 days of receiving your order

## TERMS & CONDITIONS

### Prices

Prices may be subject to change from time to time. Any price increase will not affect orders that have already been placed. All prices are inclusive with no VAT to pay. A non-refundable 50% deposit is required when placing an order. Orders will not be dispatched to the Client until final payment has been received. Please note only one discount can be used at any time.

### Manufacture

All our cards are individually handmade and are therefore subject to minor variations. Cards, Stationery, etc are not toys and are not suitable for small children to play with due them been handmade and are delicate. Datz Creationz takes no responsibility for any injury occurred from our products. Production of orders you place will only commence once deposit and proofs (if applicable, signed and dated) have been received. Any changes made to your order once production has commenced may incur additional charges, unless by prior agreement. We take no responsibility for the deterioration of goods due to ageing.

### Delivery

A minimum lead time of 4 - 6 weeks, 6 - 8 weeks during busier months for personalised items should be allowed, from receipt of proofs to delivery of your order once full payment has been received. We will notify you immediately if this cannot be met. If you require an order sooner, please contact us and we will try our best to accommodate you. We will aim to do this free of charge, but may incur an additional charges. Deliveries outside the UK will be charged on an individual basis. Datz Creationz cannot take responsibility for late delivery due to factors outside our control (e.g. postal strike). Once the order has been dispatched Datz Creationz will not accept responsibility for loss or damage during transit, for this we recommend you take out insurance.

### Cancellation

Once an order has been placed and (non refundable) deposit received, Datz Creationz reserve the right to charge additional costs to cover any supplies purchased to complete your order and for any completed work on personalized items i.e. stationery, favours with name tags etc. Please note that personalized items may not be returned unless faulty. Refunds and exchanges are only available on faulty items, which you must inform us of in writing within 5 days of receiving your order. You must return goods back to us in original packaging, we will then send you a replacement. When returning items please re-package them securely and return them to us within 7 days of receipt. For your protection we advise you use a recorded delivery service, as we cannot be held responsible for items lost in the post. Your statutory rights are not affected.

### Proofs

Proof-reading is the responsibility of you, the client. Datz Creationz cannot be held responsible for any errors that go unnoticed after the proofs have been approved. Check all details of the proof carefully, advise of any amendments and confirm acceptance. Datz Creationz cannot be held responsible for gaining copyright permission for the use of hymns used in the Order of Service. This is for you, the client's discretion.

### Copyright

All copyright and design rights associated with our designs belong to Datz Creationz. This includes the designs, any variations of the design (which may have been tailored specifically for a client) and the final products themselves. You or a third party cannot copy any part of the design or reproduce it in any way.

### Privacy Policy

We are committed to protecting your privacy and maintaining the security of any data we may gather about you. Datz Creationz will not sell trade or pass on your personal details to any third party, person or company. Information obtained about you is for our own use to enable us to provide a service for our visitors and customers only. All your personal details will be kept private and confidential.