



We recommend that Invitations be sent to your guests 8 to 12 weeks prior to your wedding or event in order to allow them enough time to respond and plenty of time for you to plan accordingly. We ask that you book your wedding or event with us well in advance and that you place your order preferably a minimum of 6 weeks prior to the date that you wish to receive your invitations from us (urgent orders can sometimes be accommodated so give us a ring to ask). Large corporate events may require earlier booking.

An initial non-refundable deposit of £50.00 (corporate events £100.00) is required at the time of booking and your final payment for the balance (total payable less the deposit) will be due at the time of ordering. Your personal details are strictly confidential and will never be passed on to any third parties.

Please complete all sections of this Booking Form and print clearly in ink. To **pay by cheque**, tick the appropriate box at the bottom of this form, and return the form with your cheque (payable to 'SC Lloyd') to the above address. To **pay online**, tick the appropriate box at the bottom of this form, and return the form to us via post or email. Once we have received your Booking Form and deposit, we will send you confirmation of your booking. Order Forms and other information can be downloaded from our website. If you require assistance or have any questions, please do not hesitate to contact us and we will be delighted to assist you.

CUSTOMER & EVENT DETAILS

Name		Relationship to Bride / Groom / Guest of Honour	
Event Type	(for Weddings please complete the section below)	Wedding / Event Date	Approx # of Guests Attending
Address			Postcode
Telephone		Mobile	
Email Address		How did you hear about Us?	Wedding Fair at — Other —
Company Name (if applicable):		Event Venue (if known):	(for Weddings please complete the section below)

WEDDING DETAILS

Bride's Full Name		Groom's Full Name	
Approximate # of Guests Attending the Ceremony		Approx # of Guests Attending the Evening Reception	
Ceremony	<input type="checkbox"/> Church Wedding Ceremony <input type="checkbox"/> Civil Wedding Ceremony <input type="checkbox"/> Civil Partnership Ceremony	Reception	<input type="checkbox"/> Small Reception after the Ceremony <input type="checkbox"/> Wedding Breakfast after the Ceremony <input type="checkbox"/> Evening Reception
Ceremony Venue (if known)		Reception Venue (if known)	

STATIONERY & ACCESSORIES

Please indicate below which items you are interested in ordering.

STATIONERY ITEMS 'Save the Date' Cards <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Day Invitations <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Evening Invitations <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Reply Cards <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Thank You Cards <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Order of Service / Ceremony <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Programs <input type="checkbox"/> Yes <input type="checkbox"/> Maybe 'Our Wedding Day' <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Place Cards <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Menus <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Table Numbers / Names <input type="checkbox"/> Yes <input type="checkbox"/> Maybe		ACCESSORIES Table Plan <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Favours <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Guest Book <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Bookmarks <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Guest Scrolls <input type="checkbox"/> Yes <input type="checkbox"/> Maybe DVD Cases <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Guest Signature Frame <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Favour / Camera Tags <input type="checkbox"/> Yes <input type="checkbox"/> Maybe OTHER WEDDING & EVENT ACCESSORIES <input type="checkbox"/> Yes <input type="checkbox"/> Maybe	
STATIONERY TYPE: Pure Elegance Collection <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Elite Style Collection <input type="checkbox"/> Yes <input type="checkbox"/> Maybe	Classic Imagery Collection <input type="checkbox"/> Yes <input type="checkbox"/> Maybe Vintage Collection <input type="checkbox"/> Yes <input type="checkbox"/> Maybe	Bespoke Design <input type="checkbox"/> Yes <input type="checkbox"/> Maybe	

Date:	Signature:
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A deposit of £50.00 (Corporate Events £100.00) is required with this Booking Form. Please indicate your method of payment

PAYMENT BY CHEQUE: Cheques should be made payable to 'SC LLOYD'
 My cheque is enclosed with this Form

ONLINE PAYMENT:

(PayPal account is NOT required)



Please send an Invoice to my Email