



PLEASE COMPLETE THIS DETAIL FORM AS SOON AS YOU HAVE FINALISED ALL THE RELEVANT DETAILS, AND RETURN IT TO US AT THE ABOVE ADDRESS OR VIA EMAIL.
 COMPLETE ALL APPROPRIATE SECTIONS OF THIS DETAIL FORM - PRINT CLEARLY IN INK, EXACTLY AS YOU WISH IT TO BE PRINTED ON THE STATIONERY.

EVENT DETAILS

PLEASE PRINT ALL DETAILS APPEARING ON INVITATIONS EXACTLY AS YOU WISH IT TO BE PRINTED

Full Name of Bride (if applicable)	Full Name of Groom (if applicable)	Full Name of Guest of Honour (if applicable)	Event Date
Company Name (if applicable)		Full Name of Host(s) (if applicable) (i.e. bride's parents)	
Event Name (if applicable) (i.e. David's 40th Birthday, ABC Corporation Annual Ball)		Event Type (i.e. Wedding, Birthday, Corporate Function etc)	

INVITATION DETAILS

PLEASE PRINT ALL DETAILS APPEARING ON INVITATIONS EXACTLY AS YOU WISH IT TO BE PRINTED

Wedding Ceremony	Venue (name and address)	Starting Time of Ceremony
Wedding Evening Reception	Venue (name and address)	Starting Time of Evening Reception
Invitation Wording	If you are using one of our wedding invitation wording samples (see 'Downloads' page on our website), please indicate the number of your choice(s) in the space provided below. If you are providing us with your own wording, please indicate below in the space provided and use the back of this form or attach a separate sheet, clearly printing your wording(s) <u>exactly</u> as you wish it to be printed. Please proofread for any errors before submitting it to us. We cannot accept any responsibility for spelling mistakes if a handwritten list has been supplied.	
	Wedding Day Invitation	Wording Choice: _____ Other Wording on Back/Attached ()
	Wedding Evening Invitation	Wording Choice: _____ Other Wording on Back/Attached ()
	Civil Partnership Invitation	Wording Choice: _____ Other Wording on Back/Attached ()
	Other Event Invitation	(Please print wording on the back of this form or on a separate sheet.) Wording on Back/Attached ()
RSVP <small>(printed on the invitation and/or the Reply Card if ordered)</small>	RSVP Name / Address / Phone	'Respond By' Date
Other Details <small>(optional - printed on the invitation and/or Reply Card if ordered)</small>	Dress Code (i.e. Black Tie)	Meal Choices: Please advise of any Special Dietary Requirements () Please advise if you require a Vegetarian Meal ()
Guest Information Card Inserts	Please refer to the sample on the website for standard design and indicate below the information that you want to appear. The amount of detail will determine whether more than one card is needed. Directions () Map () Accommodation () For the Children () Entertainment () Gift List () Other () For further information contact _____ Name _____ Telephone / Email	
Additional Information <small>(optional)</small>		