

wedding stationery information pack



- invitations / RSVPs / info cards
- frequently asked questions
- small print

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invitation wording

DAYTIME WEDDING INVITATIONS

Angelkin invitations are bespoke to your requirements, so these are really just for examples - you can always write your own or combine elements from different examples.

Here are some wording ideas for your ceremony & reception invitations...

(D1) Church Wedding - Bride's parents as hosts

Mr and Mrs Jason Foster (Bride's parents names)
request the pleasure of the company of
.....
at the marriage of their daughter
Helen
to
Mr Simon Baker
at St Michael's Church, Sandhurst, Berkshire
on Saturday 11th August 2008
at 3.00pm
and afterwards at
The Hilton Hotel, Bracknell, Berkshire

(D2) Civil ceremony - Bride & groom as hosts

Miss Helen Foster and Mr Simon Baker
request the pleasure of the company of
.....
at their marriage
at Westminster Register Office, W1
on Friday 10th August 2008
at 10.00am
and afterwards for lunch at
The Sheraton Hotel, W1

(D3) Civil ceremony - Bride & groom and parents as hosts

Together with their parents,
Miss Helen Foster and Mr Simon Baker
request the pleasure of the company of

.....

at their marriage
at Westminster Register Office, W1
on Friday 10th August 2008
at 10.00am
and afterwards for lunch at
The Sheraton Hotel, W1

EVENING INVITATIONS

(E1) Evening - Bride's parents as hosts

Mr and Mrs Jason Foster
request the pleasure of the company of
.....
to celebrate the marriage of their daughter
Helen
to
Mr Simon Baker
at an evening reception
at The Hilton Hotel, Bracknell
on Saturday 11th August 2008
at 7.00pm

(E2) Bride & groom as hosts

Miss Helen Foster and Mr Simon Baker
request the pleasure of the company of
.....
to join them at an evening reception celebrating
their marriage
at The Hilton Hotel, Bracknell
on Saturday 11th August 2008
at 7.00pm

(E3) Bride & groom and parents as hosts

Together with their parents,
Helen Foster and Simon Baker
request the pleasure of the company of

.....

to the evening reception to celebrate their marriage
at The Hilton Hotel, Bracknell
on Saturday, the eleventh of August 2008
at seven o'clock.



RSVP postcard wording

RSVP POSTCARDS

The typical wording for the RSVP postcard is as follows:

Name(s)

- shall be pleased to accept
- will be unable to accept

If you have any dietary or other requirements,
please advise here:

.....

You may add wording, eg. transport / accommodation requirements, just let Hayley know.



information cards

INFORMATION CARDS

Information Cards are designed to suit your requirements. Mainly clients use these to give:
Full wedding venue info - Address etc.
Directions to the church & / venue.
Accommodation Info.
Gift List Info.



frequently asked questions & the small print

WHAT HAPPENS NEXT?

1. Once you book in with Angelkin Cards, Hayley will write to you confirming details. In order for work on the stationery to begin, it is essential that the booking form is sent back, along with your photographs and part payment.

If your wedding is some time away, you don't need to send this on until 2/3 months prior to the invitation 'send out' date.

2. I will start the creative process and your wedding invitation sample will be posted onto you.
3. Check the proof and email me the approval (or any changes that need to be made.) This is a very important step to get all the details correct. NB. Only minor changes to the drawing can be made.
4. Once you have approved the final invitation, any amendments will incur a charge. Orders which are cancelled after proofs have been signed and returned must be paid in full.
5. The final balance is requested prior to the final invitations being sent on and must be settled before your order can be dispatched.
6. Your wedding stationery will be sent to you on an agreed date - enjoy!

WHEN SHOULD I SEND MY INVITATIONS TO GUESTS?

The general trend for sending wedding invites onto guests is 2 - 3 months prior to your wedding date.

ANGELKIN CARDS - THE FULLY BESPOKE STATIONERY SERVICE

These wedding invitations are created exactly to your requirements. It is therefore essential that the booking pack is completed in full & the photographs required are provided. Any delays in sending the booking form, deposit or balance payment will lead to a delay in your wedding stationery being created and printed.

COPYRIGHT

All Angelkin Card designs and artwork are copyright © Hayley Fallows. It is an infringement of copyright to copy in full or part any designs shown on Angelkin Cards' cards, website, brochures, social media & all other promotional materials.

Any unauthorised reproduction of designs or products is strictly prohibited. I take any unauthorised copying or printing of my design work very seriously. Stationery purchased from Angelkin Cards does incorporate the company branding. This is for copyright and branding reasons.

PERMISSION TO USE MATERIAL (Hymns/Poems)

You are responsible for ensuring that you have permission to use any material (e.g. poems or hymns) you ask me to include in your wedding stationery. Copyright exists in creative works such as hymns for 70 years after the death of the writer. During that period, it is illegal to reproduce the works in any form without the permission of the copyright holder (or their appointed agent). Therefore, should you wish to reproduce the text of a hymn in your Order of Service, you will need the permission of the copyright holder. You will find details of the copyright holder at the bottom of each hymn's page, although many of the hymns are out of copyright due to their age.

YOUR PERSONAL INFORMATION

No personal information is collected or held by Angelkin Cards for any other purpose than the processing of stationery orders, the payment of orders or the answering of queries.

VARIATIONS IN COLOURS AND FINISH

Colours shown in the images displayed on Angelkin Cards' website and electronic email proofs may vary slightly from the colours of the final printed stationery. This is because colours displayed on screen and in print are slightly different. Every effort will be made to keep any variants to an absolute minimum.

GUESTS' NAMES

These are not printed on the invitations. A space will be left for you to handwrite your guests' names on. If you do not require a space for the guests' names, this is fine too, some clients choose not to write names on.

PROOFING THE SAMPLE COPY OF YOUR INVITATION

- Sample invitations are sent to your home address.
- I ask you to email / post me the approval - or any changes to be made.
- Once approved, any amendments will incur a charge. Orders which are cancelled after proofs have been signed and returned must be paid for in full.

ENVELOPES

- Invitations, thank you & save the date cards come with matching envelopes.
- Invitations are designed to be classed as a 'Letter' for postage.
- RSVP cards are postcard style - with the return address printed on the reverse, with no envelope.

PRICES

Prices are subject to change. However, there will be no price changes on confirmed orders.

POSTAGE AND PACKING

- A date for delivery of your stationery will be agreed with you in advance.
- All wedding stationery orders will be sent via Royal Mail Parcel Force and a signature will be required to confirm receipt.

- Delivery prices are for orders placed in one go; staggered orders will be charged for each parcel sent.
- UK mainland only (please enquire for deliveries elsewhere).
- If you live locally, in Renfrewshire or Glasgow, and wish to collect your stationery, this can be arranged.
- If you have not received your order, you must notify me as soon as possible. I cannot be held responsible for delivery delays caused by any other third party.

DEPOSITS AND PAYMENT

If you book in with Angelkin Cards many months before your wedding date, a £20 holding payment is requested. This deposit is deducted from your final balance, but is non-refundable if you cancel.

A 50% balance payment or £90 part payment is requested to start drawing your order. This payment is non-refundable. The remaining payment is required after the proofing stage, in order for the final invitations to be printed and sent on to you.

CANCELLATION

Will result in the loss of the deposits and part payments.

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