

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. McDonald (Bride's parents names)
request the pleasure of the company of

.....
at the marriage of their daughter

Laura

to

Mr. Simon Gibson

at Elderslie Kirk,

(Address/postcode may be provided)

on Saturday 10th March 2018

at 2.00pm,

and afterwards at

The Lynnhurst Hotel,

(Address/postcode may be provided)

R.S.V.P.

(D2) Civil ceremony - Bride & groom as hosts

Laura McDonald and Simon Gibson
request the pleasure of the company of

.....
at their marriage

at The Lynnhurst Hotel,

(Address/postcode may be provided)

on Saturday 10th March 2018

at 2.00pm.

R.S.V.P.

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

Together with their parents,
Laura McDonald and Simon Gibson
request the pleasure of the company of

.....
at their marriage

The Lynnhurst Hotel,
(Address/postcode may be provided)

on Saturday 10th March 2018

at 2.00pm,

R.S.V.P.

EVENING INVITATIONS

(E1) Evening – Bride’s parents as hosts

Mr. and Mrs. McDonald
request the pleasure of the company of

.....
to join them at an evening reception
celebrating the marriage of their daughter

Laura

to

Mr. Simon Gibson

at The Lynnhurst Hotel,
(Address/postcode may be provided)

on Saturday 10th March 2018

at 7.30pm

R.S.V.P.

(E2) Bride & groom as hosts

Laura McDonald and Simon Gibson
request the pleasure of the company of

.....
to join them at an evening reception
celebrating their marriage

at The Lynnhurst Hotel,

(Address/postcode may be provided)

on Saturday 10th March 2018

at 7.30pm

R.S.V.P.

(E3) Bride & groom and parents as hosts

Together with their parents,
Laura McDonald and Simon Gibson
request the pleasure of the company of

.....
to join them at an evening reception celebrating their marriage

at The Lynnhurst Hotel

(Address/postcode may be provided)

on Saturday 10th March 2018

at 7.30pm

R.S.V.P.

R.S.V.P. POSTCARD WORDING

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 are of course more than welcome to choose your own variations of wording!
- Day guest and evening guest RSVPs usually have different wording.
- It's possible to fit transport & menu options on the RSVP cards, 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.
- Taxi / transport / parking info.
- Gift List Info.

FREQUENTLY ASKED QUESTIONS & SOME SMALL PRINT

WHAT HAPPENS NEXT?

1. Once you book in with Angelkin Cards, I 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, a date for this is recommended in the initial booking letter.
2. I will start the creative process and your wedding invitation sample will be posted onto you.
3. Check the sample 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.
4. Once you have approved the final invitation, any amendments will incur a charge.
5. The final balance is requested prior to the final invitations being sent on and must be settled before your order can be professionally printed.
6. Your wedding stationery will be sent to you (or collected) on an agreed date - enjoy!

WHEN SHOULD I SEND MY INVITATIONS TO GUESTS?

The general trend for sending wedding invites onto guests is 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 professionally 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!

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 signed for OR 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.

DEPOSITS AND PAYMENT

If you book in with Angelkin Cards many months before your wedding date, a £20 holding payment is requested in 2018. (This is fixed at £30 for 2019 bookings.) This deposit is deducted from your final balance, but is non-refundable if you cancel. A £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 deposit and part payments.