



HOW TO ORDER

Once you have settled on the design for your wedding, you can either place your order using our website or simply fill out the order form provided along with the deposit. A deposit will need to be received before the order can be processed and any proofs supplied. If you decide to order on-line then you will receive a confirmation e-mail that your order has been received and that your order will be processed as soon as we receive the deposit. One advantage of ordering on-line is that your order can be checked and any problems can be sorted out quicker.

The order form is very straight forward. In the catalogue each design falls under a Collection name. You then simply write the name of your chosen design in the box provided.

e.g if you chose "Moon" then you would write Moon in the box labeled Contemporary.

Next you are asked for the quantities of each item. One thing to bear in mind that you may only need one invitation per couple or household that you are inviting. The same would go for Reply and Thank you cards. Whereas the Order of service/Day you may require one per person attending the service.

Invitation wording, here you have the choice of Formal, Contemporary or other. Please see the wording example sheet if you are unsure which would apply to you and your wedding.

Using the wording example sheet should aid with the rest of the details required for the invitations.

On the reverse of the form you are asked to supply a list of the names of your guests, this only applies if you are having names put on the table place cards or having a table plan. Please supply these on a separate sheet preferably typed, or by e-mail. This will ensure that the names are clear and spelling is correct. If no details of names are supplied with a request for place cards we will assume that the cards are to be kept blank.

The last item on the order form is for the details of your Order of Service/Day. Due to differences in the structure and contents of some wedding services, a table has been included. The table uses the service from the book of common worship shown on the left hand side, The titles that require some information have a red bracketed description underneath. This is a prompt for you to put this information in the blank field on the right hand side. Where there is no red prompt these titles will be shown in title only, unless otherwise specified.

Example:

Hymn Inc. Words (Title)	<i>Tell out my Soul</i>	<input type="checkbox"/>
The Preface *	_____	<input type="checkbox"/>





The Marriage title includes four sub-titles again these will all be shown as titles only unless specified otherwise. Over on the far right hand side of the table there is a series of boxes. These boxes are to put a number which will indicate the order in which each title will appear on the Order of Service as the order of events can differ, for example some services have the signing of the register before the Prayers and not after. There are also some blank fields at the bottom so that you can include any additional events and simply put a number that would place it in the right stacking order.

Example:

The Marriage Exchange of Vows Giving Rings The Proclamation The Blessing	The Marriage * inc. Exchange of Vows, Giving Rings, The Proclamation, The Blessing		10
	Hymn inc. Words (Words)	<i>Give me joy in my heart</i>	13
	The Prayers (Titles & details)	<i>Faithful God</i>	12
The Signing of the Resisters	The Final Blessing **	<i>include wording</i>	14
The Prayer Words	(Signing of Resister)		11
Hymn Words	Recessional (Title & composer)	<i>Widor - Toccata</i>	15
The Final Blessing Words			
Recessional: Widor - Toccata			

In this example you can see that the wording for "The Final Blessing" have been included. If you wish to include the wording for something like "The Final Blessing" then simply write "include wording" in the information field. Please note that the wording used will be from the 2001 Marriage service from the book of common worship. If for any reason this is different from your service then please supply a full transcript, which you should be able to obtain from your Vicar. Also adding wording to all possible titles will add a potential 5-6 pages to the O/S, there is no extra charge to have the "Collect" or "The Final Blessing" however there is an additional charge of 15p per item per Order of Service for the "Preface, The Declaration and the Marriage (including the sub-titles)". So the inclusion of wording for all additions will cost an extra 45p per Order of Service.

If something such as "Sermon" does not apply or you do not want it to appear on the O/S then put a cross in the number box.

Example:

Readings (Title(s) & Reader(s) name)	<i>John Smith: Gospel Matthew 7.21, 24-27 RSV</i>	7
Sermon (Speakers name)		X

It is recommended that all details are sent to us at the same time so that a complete proofing set can be delivered. However we do appreciate that sometimes this information can take a little longer to obtain depending where you are in the organization process. So we will except an incomplete order form in this regard and process the information we have, providing that we can give you a deadline to get the information to us. We recommend around six weeks before the wedding.