

# ORDER FORM (Weddings)

Please take great care and attention when filling in the order form.

<p><b>Your details</b></p> <p>Name.....</p> <p>Home address.....</p> <p>.....</p> <p>.....</p> <p>.....Postcode.....</p> <p>Daytime phone/mobile.....</p> <p>E.mail.....</p> <p>Date of order.....</p>	<p><b>Deliver details</b></p> <p>Delivery address (if different).....</p> <p>.....</p> <p>.....</p> <p>.....Postcode.....</p> <p>Evening phone/mobile.....</p> <p>E-mail.....</p> <p>Date order is needed.....</p>
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<p><b>Wedding details</b></p> <p>Bride' name.....</p> <p>Groom's name.....</p> <p>Wedding host's name(s).....</p>	<p>RSVP name &amp; address.....</p> <p>.....</p> <p>.....</p> <p>.....Postcode.....</p>
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<p><b>The Ceremony</b></p> <p>Name of wedding venue.....</p> <p>.....</p> <p>.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>.....Postcode.....</p> <p>Day.....</p> <p>Date.....</p> <p>Time.....</p>	<p>Name of reception venue.....</p> <p>.....</p> <p>.....</p> <p>Address of reception venue.....</p> <p>.....</p> <p>.....</p> <p>Evening venue (if different).....</p> <p>.....</p> <p>Address of evening venue (if different)..</p> <p>.....</p> <p>.....</p> <p>Time .....</p>
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Stationary Required	Qty	Design Name	Letter Style Code	Type of Wording Code
Wedding Invitation				
Evening Invitation				
Reply cards				
Order of Service				
Menu				
Place cards				
Table Numbers				
Table Plan				
Save the date				
Thank you cards				
Hen Party cards				
Bookmarks				

If you have chosen to provide your own wording on any items, please print this clearly on a separate piece of paper for each item and tick  I agree that above information is correct.

Signature..... Date.....

## **Terms and conditions**

### **Contract**

**These terms and conditions apply to goods and services provided by**

**Ivy Cottage Cards, 1 Fairways, Horwich, Bolton, Lancs. BL6 5QA**

No contract exists between you and us for the sale of any goods until we have received and accepted your order and we have received payment in full (in cleared funds). Once we have, there is a binding legal contract between us.

An acknowledgement of your order will be sent to you via e-mail or by post when you place your order, but acceptance of your offer to buy the goods will not take place until after your payment is taken. It is at this point that a binding legal contract is created and any contract is subject to these Terms and Conditions.

The contract is subject to your right of cancellation (see below).

### **Payment Information**

Prices are subject to change without notice, Written/e-mail price quotes are valid for three months – you must place/reserve your order and pay your deposit during this period in order to guarantee the price quoted. For the duration of the order, Ivy Cottage Cards will guarantee you the price applicable at the time of placing your order, so any subsequent price increase will not affect you.

Payment for the goods can be made by a cheque or a banker's draft. Made payable to 'C. Mort'. Payment shall be due before the delivery date and time for payment shall be of the essence. There will be no delivery until cleared funds are received.

### **Cancellation**

Due to the customised nature of our goods, Ivy Cottage Cards is unable to accept cancellations. If your goods do not conform with the approved proof please contact us and return the goods within 30 days. Ivy Cottage Cards will arrange a replacement or a refund for you.

### **Ordering information**

Once Ivy Cottage Cards receives approval of a proof no further alteration can be made. All order forms must be read carefully and filled in with great care and attention. We aim to despatch our orders so they arrive on the dates they are needed. Ivy Cottage Cards designs are handmade to your individual requirements.

Note: Ivy Cottage Cards are all homemade and some of the designs and products I use e.g. Feathers, Leaves etc...may differ a little from card to card.

### **Our quality guarantee**

We guarantee that you will be delighted with your order. In the unlikely event your order does not arrive in mint condition please contact us here within 7 days and we would be happy to replace any faulty cards.

### **Postage Cost**

All postage will be charged at cost. Orders will be either hand delivery if you live close by or sent via Royal Mail 'Special delivery'

### **Data Protection and Privacy Policy**

Ivy Cottage Cards collects information about you for 2 reasons: firstly, to process your order and secondly, to provide you with the best possible service.

Ivy Cottage Cards will not share information about you with any other organisation.

Ivy Cottage Cards will not write or e-mail you in the future unless you have given us your consent.

Ivy Cottage Cards will not pass on to other companies or people your personal information.

The type of information we will collect about you includes: name, address, phone number and email address. We do not collect your credit/debit card details.

### **Applicable Law**

These terms of sale and the supply of the goods will be subject to English law and the English courts will have jurisdiction in respect of any dispute arising from the contract.

I agree to the above terms and conditions.

Signature..... Date.....