

Announce It!

✉ 10 Windsor Drive, Penrith, Cumbria, CA11 9BS.
📧 announceit.stationery@yahoo.co.uk
☎ (01768) 210355 / 890048
🌐 www.announce-it.info

PRODUCTS

- Choose your design.
- Decide on the colour, wording and font style.
- Work out your quantities you require. It is advised to order some extra to allow for writing mistakes, extra guests, keep sake etc.
- Fill in the order form. You may add a separate sheet if you need to write any extra additional information.
- Return the completed form along with a 50% deposit to secure your order. Full payment is required for orders below £100 or if required within 6 weeks. Cheques need to be made payable to **Announce it**.
- On receipt of your order you will be sent insert proofs. These must be checked carefully then signed and returned to us or you can email us with approval or changes. We provide you with two free proofs, however any subsequent corrections requested will be charged for. On receipt of your approval your order will be produced.
- A final invoice will be sent to you when your order is in progress. Your order will then be dispatched once we have received your final payment.

TIMESCALE

- Production is approximately 6 weeks after you have approved the proofs. If you need them quicker, please contact us and we will try our best to meet your request.
- You are advised that you should really order your stationery at least 5 months before your wedding day. This allows time to check proofs, our production, writing them and for invitations to be sent out to your guests - which is usually 2-3 months before the actual date.

PRODUCTS

INVITATIONS

- A dotted line is printed for you to write your guests name (please see wording page for examples).
- If you require us to print their names an additional cost of £0.10 per invite needs to be added to your invoice. Please supply us with the names as you would like them to be printed.
- This needs to be typed and not handwritten to avoid any errors.
- Names can be emailed or sent on a disc or paper.

In addition if you are requesting us to type your envelopes we will add an additional charge of £0.15 per envelope and again we would require the addresses to be supplied to us in typed form on email or sent on a disc or paper.

PLACE CARDS

If you have chosen to have your names printed onto your place cards please supply these by email, disc or printed on paper once all your RSVP's have been received. This is charged at an extra cost of £0.10 per card.

REPLY CARDS

These are printed as shown.
They are available with your chosen card design on or plain as shown here.
Please advise us if you would like the following addition
We require.....vegetarian meals.

Thank you for your kind invitation

.....

Will / will not be able to accept the invitation to celebrate the marriage of Louise and Owen

We require.....vegetarian meals.

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ORDER OF SERVICE

Generally this will outline the service. We provide up to a 4 page insert with the front page detailing your name, venue, date and time. The other pages are for your details of your service. Please provide all words of hymns if required and all other details. These details can be provided once they have been confirmed. We recommend you allow one per guest plus any extras for your Clergy, Choir and attendants.

ORDER OF THE DAY

This is for civil ceremonies and would outline your day. We provide up to a 4 page insert with the front page detailing your names, venue, date and time. The other page/s could detail a timetable of the day.

MENU

We would recommend one menu per 4 guests depending on table size. Please supply us with details of your menu as soon as you have confirmed it.

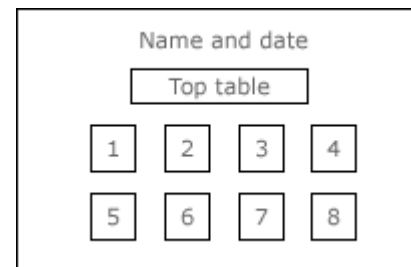
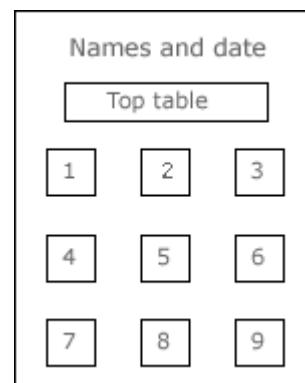
THANK YOU CARDS

These can be left blank for your own personnel message or we can print the following wording: Thank you for joining us on our special day and for the lovely gift (followed by your names).

TABLE PLAN

You will need to supply a list of names under the correct table number. If you would like this displayed exactly like the rooms layout you will need to draw this out. Please type all names to make it accurate.

If you supply us with the table numbers and guest names only the layout will be as shown. This is just an example and is dependant on the number of tables. A traditional layout for the top table is as follows:



Chief Groom's Bride's Groom Bride Brides Grooms Best
Bridesmaid Father Mother Groom Bride Father Mother Man

FONTS

Please choose from the font list below. This will then be used for the front and inserts of all your invitations. Please circle the font number in the 'font' section of the order form.

1. *Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April* - Bookman Old Style
2. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Calligraphy
3. *Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April* - comic sans
4. *Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April* - Garamond

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5. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April – Jasmine
6. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Debonaire
7. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Pretty
8. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Quill
9. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Stylish
10. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Eccentric
11. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April - Unical
12. *Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April – Monotype Corsiva*
13. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April – Sergoe Print
14. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April – Sergoe Script
15. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April – Monkey shine
16. Mr & Mrs K Emerson request the pleasure of the company on Saturday 28th April -
Personality

Other fonts are also available.

WORDING

The following examples below can either be chosen as they are or used as a guide.

If you want to use your own wording or an adaptation of the below, please supply this on a separate sheet.

If you wish to use one from the choice below please place the reference number in the 'wording' section of the order form.

An RSVP address/date can be added at the bottom if requested.

Evening Invitations will be formatted in the same way as the Day Invitations.

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Mr and Mrs Robert Jackson
request the pleasure of the company of
.....
at the marriage of their daughter

Louisa
with
Mr Owen Williams

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

and afterwards at
The Amadeus Centre
Notting Hill, London

WORDING NO. 1

Mr and Mrs Robert Jackson
would be delighted if
.....
would join them to celebrate the
marriage of their daughter

Louisa
with
Mr Owen Williams

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

Reception to follow

WORDING NO. 2

Mary and Robert Jackson
together with
Sharon and Gary Edwards
have great pleasure in inviting
.....
to celebrate the marriage of their children

Louisa Jackson
with
Owen Williams

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

and afterwards at
The Amadeus Centre
Notting Hill, London

WORDING NO. 3

Mary and Robert Jackson
would like you to join them
to celebrate the marriage of their daughter

Louisa
with
Owen Williams

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

and afterwards at
The Amadeus Centre
Notting Hill, London

WORDING NO. 4

Miss Louisa Jackson
and
Mr Owen Williams
request the pleasure of the company of
.....
at their marriage

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

and afterwards at
The Amadeus Centre
Notting Hill, London

WORDING NO. 5

Louisa Jackson
and
Owen Williams
would be delighted if
.....
would join them to celebrate
their marriage

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

and afterwards at
The Amadeus Centre
Notting Hill, London

WORDING NO. 6

Louisa Jackson and Owen Williams
invite
.....
to join them to
celebrate their marriage

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

followed by a reception at
The Amadeus Centre
Notting Hill, London

WORDING NO. 7

Louisa Jackson
and
Owen Williams
would like you to join them to
celebrate their marriage

at St Martins Church
Notting Hill, London

on Saturday 2nd August 2003
at 2pm

and afterwards at
The Amadeus Centre
Notting Hill, London

WORDING NO. 8