

INVITATIONS

	STATIONER #1	STATIONER #2	STATIONER #3
Company Name			
Contact Name			
Address			
Telephone			
Website/E-Mail			

How long have you been in business?			
Can you recommend a calligrapher?			
Will you guide us in selecting appropriate verses?			
Do you offer a discount? If so, how much?			
Will you instruct us on how to assemble the invitations?			
How far in advance should I order?			
Do you provide envelope addressing guidelines?			
Is there a delivery or setup charge?			
What would the postage be for invitations I'm interested in?			
What is the cost to order extra's later?			
Do you sell "save-the-date" cards?			
Who is responsible for errors?			
How long will it take to receive my invitations?			
What other wedding accessories do you sell and/or rent?			
Should I order extra outer and inner envelopes?			
When is the deposit & final payment due?			

MY STATIONER IS: Company: _____ Contact: _____
 Address: _____ Phone: _____
 Hours: _____ Email: _____ Website: _____
 Order Date: _____ Approx. Delivery Date: _____ Invitation Book Name: _____ Page #: _____
 Paper Color: _____ Ink Color: _____ Lettering Style: _____ # of Stamps Needed: _____ Total Cost: _____

Quantity Needed _____ Invitations _____ Lined Envelopes _____ Return Address _____ Extra Envelopes _____ Return Cards _____ Map Cards _____
 Response Cards _____ Accommodation Cards _____ Place Cards _____ Menu Cards _____ Informal/Thank You _____ Programs _____
 Shower/Rehearsal Invitations _____ **Accessories:** _____ Napkins _____ Matches/Match Books _____ Cake/Candy Boxes _____