

Order Form

Bee Invited

Please complete clearly in BLOCK CAPITALS WHERE APPLICABLE
Your details will not be forwarded to any third parties

0131 258 2598
beeinvited@blueyonder.co.uk
www.beeinvited.co.uk

42 Nantwich Drive
EDINBURGH
EH7 6RA


Date / /

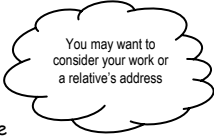
For information required which is not provided for on this form please attach separately

Customer Details

First Name.....Surname.....
Address.....
.....
.....Postcode.....
Tel Home.....Work.....
Mobile.....
Email.....

Delivery Details (if different)

PLEASE NOTE: 
Delivered by courier & will require a signature



Name.....
c/o Company Name.....
Address.....
.....
.....Postcode.....

Wedding Details

Wedding Date e.g. Saturday 16th July 2005
Day Date Month Year

Ceremony Time e.g. 3.00 pm – 3 pm – Three o' clock – 3 o'clock

Host Names e.g. Mr & Mrs Tim & Kathy Smith – Samantha Edwards & Peter Jones

Host Relationship e.g. Parents of Bride - Bride & Groom

Bride Name

Groom Name



Church/Venue Name & Address e.g. St. Andrews Church, Edinburgh

Evening Reception Venue Required for Evening Invitations
Time at / from

RSVP Address (if different from customer address) RSVP Date (if required)

Evening Invites only - please advise whether you wish guests to RSVP to evening invites Yes No If yes, do you require RSVP date to be printed Yes No

Stationery Details

Design Name
.....

Invitation Guest Names to be printed Yes No Enclosed To Follow

Colour Scheme
.....
.....
Card Colour White Ivory
Metallic Colour Silver Gold (if relevant - i.e. designs containing wire, metallic paper / foil)

Reply Card printed as shown in Ordering Information – indicate which of the following to be printed in addition. Tick 'none' if you do not want any meal requirements
We require ___ Vegetarian Meals Special Diet _____ None

Front Font..... Insert Font.....
Wording No. Own Wording enclosed
Insert Print Black Colour (invitation optional extra – see price list)

| | | | |
|--|-----------------------------------|------------------------------------|------------------------------|
| Order of Service Details | Enclosed <input type="checkbox"/> | To Follow <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Menu Details | Enclosed <input type="checkbox"/> | To Follow <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Place Card Names | Enclosed <input type="checkbox"/> | To Follow <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Table Plan (no later than 4 wks before wedding) | Enclosed <input type="checkbox"/> | To Follow <input type="checkbox"/> | N/A <input type="checkbox"/> |

Ordering Information

Bee Invited

Please use this form to assist you on completing the order form. As it does not require to be returned with the order form please retain for your information.

HOW TO ORDER

- Once you have selected your design choose the wording and fonts from overleaf.
- Work out the quantities you require. Remember a few extras to cover any guest list additions, handwriting mistakes and a keepsake.
- Complete the Order Form. If you do not have one please check the website or contact us and we will arrange to send you the current version. Attach a separate sheet with any information required by us which the form does not provide for. If you are not in a position to provide the details of your menu, order of service or guest names for place cards at time of ordering you can still order the approximate quantities required and forward the details at a later stage (unless you require your order within 6 weeks)
- Send Order Form along with a 50% deposit to secure your order (full payment is requested for orders below £100 or if required within 6 weeks). Please make cheques payable to Bee Invited.
- On receipt of your order you will then be emailed (or posted if necessary) a set of insert proofs to check the spelling and wording. If paying a deposit the final payment will be requested when your order is in progress.

TIMESCALES

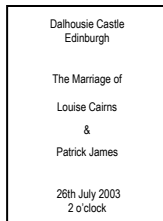
- Production timescales are **6 weeks** after you have returned your approved proofs. Can be shorter/longer dependant on availability and size of order. Don't leave it too late or we may be booked up!
- If your order is needed more urgently, please contact us as we will always try our very best to accommodate – depending on workload this may incur an extra charge.
- Ideally you should order your stationery at least 6-9 months before your wedding. Whilst this may seem early, don't forget you will most likely be sending your invitations 2 months before the wedding date. You also need to allow time to write them! Please be aware that sometimes we are fully booked which may mean production time will take a little longer than 6 weeks.
- Placing your order promptly secures it at the current price and most importantly to avoid disappointment the production time will be booked in the diary for your order.
- It is advisable to order everything you need all at once as: variations can occur in different batches of card, paper, ribbon etc. Depending on workload, there may not be enough production time available for additional items should you wish to order them at a later date. However we will always do our utmost to provide them.

PRODUCTS

Order of Service

Contains a 4-page insert with first page detailing your names, venue, date & time. The remainder include details of the service (hymns etc). If further pages are necessary this will be provided at extra cost.

Please include exact words of hymns if you require these printed (obtain copyright where necessary). Ideally you should allow one per guest however you can allow one per couple. Include extras for Clergy and your attendants.



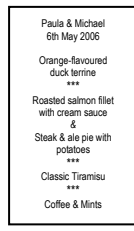
Invitation

A dotted line is provided for the guest name. If you would like the optional extra of having each guest name printed inside each invitation - please supply names as you would like them printed. This must be typed to avoid errors where handwriting is incorrectly read as each individual invitation cannot be proofed.

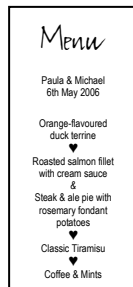
- Optional extras:
 - Guest Name
 - Colour Print inside invite to match print on front
 - Invitation postal boxes

Menu

You should allow at least 2 menus for every 8-10 guests at each table. Preferably one menu between four guests. The three-side menu can be doubled up as a Table Number Card by replacing the menu on the middle column with a number. A standard menu is also available (same size as invitations with single page insert)



Standard Menu Layout



Three-Side Layout

Place Card

If you are having guest names printed on your Place Cards please supply the names as you would like them printed either with or without surnames. This should be supplied typed, preferably by email, as they cannot be proofed.

Reply Card

These are printed as shown. *Please advise if you want either of the following printed. Tick the 'none' box if you do not want any meal requirements printed

- We require ___ vegetarian meals
- Special Diet _____



Thank You Card

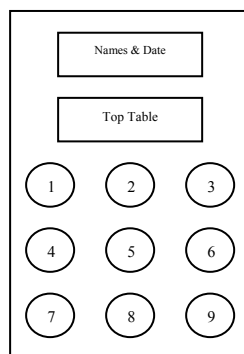
Provided with a blank insert for you to write your message. A message can be provided at extra cost. Remember to order a few extras for your Minister, florist, photographer etc.

Table Plan

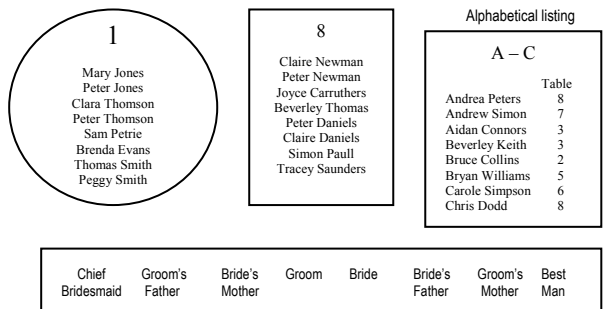
Please supply your complete seating plan as soon as possible but **no later than 4 weeks** before the wedding. This should be supplied typed, preferably by email.

Layouts are dependant on the number of tables and can be created with round or rectangular tables.

Opposite is the traditional Top Table. This is a guide only; the places can be moved around to suit your requirements.



Round Table Layout Example



Fonts

Below are the fonts for both the Front and the Insert of the stationery. Choose one from the Front list and one from the Insert List

| Front | | | | | |
|-------|--------------------|----------|--------------------|-------|--------------------|
| Gunny | Wedding Invitation | Jinky | wedding Invitation | Temp | Wedding Invitation |
| Girls | Wedding Invitation | Pen | Wedding Invitation | Mono | Wedding Invitation |
| Hand | Wedding Invitation | Virginia | Wedding Invitation | Black | Wedding Invitation |
| Avant | Wedding Invitation | River | Wedding Invitation | Merce | Wedding Invitation |

| Insert | Please note: Inserts for luxury folder styles have a standard font – font choice n/a |
|-------------|---|
| Amazone | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Lucida Cal | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Agile | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Script | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Garamond | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| English | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Black | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Bern | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Helmsley | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Mono | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Lucida Hand | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |
| Noodle | <i>Mr and Mrs Robert Jones request the pleasure of the company on Saturday 28th April 2007</i> |

Wording

These examples can either be used as they are or simply to give you guidance to create your own.

Either formal or informal, adapt and mix them - it's up to you.

If you do create your own wording please provide it on a separate sheet exactly how you wish it to read otherwise just tell us the Wording No. you prefer.

Layout may be altered slightly to fit the space available. Please try to keep the venue addresses as short as possible.

The RSVP address/date will be added below.

Evening invitations are adapted to suit the format you have chosen for your day invitations.

| | | | |
|---|---|---|---|
| <p>Mr and Mrs Tom Edwards request the pleasure of the company of</p> <p>.....</p> <p>at the marriage of their daughter Samantha to Mr Peter Jones at St Andrews Church Edinburgh on Saturday 26 July 2003 at 1.30pm Followed by the Reception at The Manor Hotel, Edinburgh</p> | <p>Mr and Mrs Tom Edwards would be delighted if</p> <p>.....</p> <p>would join them to celebrate the marriage of their daughter Samantha to Mr Peter Jones at St Andrews Church, Edinburgh on Saturday 26 July 2003 at 1.30pm Followed by the Reception at The Manor Hotel, Edinburgh</p> | <p>Joyce & Tom Edwards together with Penny & Keith Jones have great pleasure in inviting</p> <p>.....</p> <p>to celebrate the marriage of their children Samantha Edwards and Peter Jones at St Andrews Church, Edinburgh on Saturday 26 July 2003 at half past One o'clock Followed by the Reception at The Manor Hotel, Edinburgh</p> | <p>Mr and Mrs Tom Edwards request the pleasure of the company of</p> <p>.....</p> <p>at the marriage of their daughter Samantha to Mr Peter Jones on the Fourteenth of May Two Thousand and Five at Three o'clock at The Manor Hotel, Edinburgh Followed by the Reception</p> |
| Wording No. 1 | Wording No. 2 | Wording No. 3 | Wording No. 4 |
| <p>Miss Samantha Edwards & Mr Peter Jones request the pleasure of the company of</p> <p>.....</p> <p>at their marriage at St Andrews Church Edinburgh on Saturday 26 July 2003 at 1.30pm and afterwards at The Manor Hotel, Edinburgh</p> | <p>Samantha Edwards & Peter Jones would be delighted if</p> <p>.....</p> <p>would join them to celebrate their marriage at Manor Bridge Hotel Edinburgh on Saturday 26 July 2003 at 1.30pm Followed by the Reception</p> | <p>Samantha Edwards & Peter Jones are very pleased to invite</p> <p>.....</p> <p>to our wedding at St Andrews Church, Edinburgh on Saturday 26 July 2003 at 1.30pm followed by the reception at The Manor Hotel, Edinburgh We look forward to sharing our special day with you</p> | <p>Samantha Edwards & Peter Jones are very pleased to invite</p> <p>.....</p> <p>to share in their love and happiness as they exchange vows of marriage at The Manor Hotel, Edinburgh on Saturday 26 July 2003 at 1 o'clock Followed by the reception</p> |
| Wording No. 5 | Wording No. 6 | Wording No. 7 | Wording No. 8 |