



Designer & Fine Stationery

Order Form Guide

This information is to help you complete the order form correctly and explain your various options. It is not suitable for on-line ordering.

Quantity

Select the items you wish to order and enter the required quantity in the left hand column (always order a few spare invitations to cater for any mistakes or unforeseen extras that you may require, as it is cheaper to do this than order extra later).

Design Name

Enter the name of the design that you have chosen in the column provided.

Style

Where a design offers a choice of styles, for example 'From This Day Forward', which has a choice of three styles e.g. a centre opening card, a four page card or a two page flat card. In these circumstances A. B. or C. will be shown in the style column of the price list. Please enter the letter of your choice in this column on the order form.

Please note. All Favour Boxes also carry a choice of style.

Always check the price of each style before indicating your choice as prices will vary.

Text Print Options

Where indicated with a white background you can choose either :-

Digital = flat print that is digitally printed.

Thermographed = raised print that is tactile to touch.

We have chosen the font for our collection designs that we feel is best suited to its style.

Always check the price of the thermographed option before circling your choice.

Personalisation

Generally, the items listed as personalised contain your details as indicated in this column. The Range options are items of the same design but not personalised.

Where a choice is offered please circle your requirements.

Extra Personalisation

Where we offer additional outer card personalisation within our price listing, such as your monogram on Timeless or your names on White Gold, please tick the white box in the 'EP' (extra personalisation) column.

Always check the price of the personalised option first before indicating your choice.

For other options on personalisation not listed, please contact us with your requirements.

Cost Each

Ensure you refer to the price list for the design you wish to order. All prices listed are inclusive of VAT. Enter the cost of each item for the quantity being ordered in this column. Prices are on a sliding scale so the more you order the cheaper they are each.

Total Cost

For each item ordered, multiply the quantity ordered by the price each and enter the result into the Total Cost column on the line of the item ordered.

You Have Now Reached The Final Cost Calculating Process Carefully follow the instructions overleaf and enter the figures into the boxes provided at the bottom of the Total Cost column.

1st. Sub Total

Add up each item total cost and enter the result into this box.

Express Service

If you would like an Express 14 day Service (from receipt of order) calculate 10% of the above sub total and enter the result into this box.

Delivery

Various options are available for delivery e.g. :-

Single Delivery = One delivery containing all the items you ordered - this is only possible if you have the information available to confirm your wording for all the items ordered allowing four weeks for production after submitting your final wording.

Two Deliveries = This could be Invitations and Reply Cards in one delivery, followed by a second delivery of the Order of Service, Menu & Place Cards when all the details are known.

Three Deliveries = This could be as the two delivery option but with the Save The Date Cards being the first delivery.

Enter the number of deliveries you will require in the quantity column and then enter the cost by referring to the table on delivery costs just below the Delivery line on the order form.

Be sure you choose the best option for you but if changes occur, extra deliveries can be purchased as a separate item.

2nd. Sub Total

Add together your 1st Sub Total + Express Service (if req'd) + Delivery option (if req'd) and enter this figure in the 2nd Sub Total box. If you have not ordered Express Service or Delivery copy your 1st Sub Total figure into this box.

Sample Refund

The cost of samples is refunded when an order is placed. If you have previously ordered any samples enter the full cost on this line.

3rd Sub Total

Deduct any sample cost from your 2nd Sub Total. If you have not ordered samples copy your 2nd Sub Total figure into this box.

Credit Card Surcharge

If paying by credit card, add 2.5% of your 2nd Sub Total to this line. Please note that debit cards do not carry this surcharge.

Total

Add together your 3rd Sub Total and your Credit Card Surcharge (if any) and enter this figure in the Total box. This represents the amount payable to purchase your order. If you are not paying by credit card copy your 3rd subtotal into this box.

Wording

It is not necessary to decide on your wording before placing an order as you can submit your wording as and when the details are known. At this stage you need to decide how you would like to view, choose or create and submit your preferred wording.

This can be done by one of the following methods :-

Web site - Access your wording options, choose a template or create your own and submit.

E-mail - Create and submit your bespoke wording to info@peachcocktail.co.uk.

Post - Receive your wording options, choose a template or create your own and submit.

Order Form - If you know your wording at this stage please submit with your order form.

Payment Methods

We offer various payment options to suit all preferences. Please indicate which method you have chosen in the box provided and enter the details accordingly. Also ensure that cheques and postal orders are made payable to : Peach Cocktail.

Alternatively, if you would prefer to order on-line please visit www.peachcocktail.co.uk and select 'Ordering' in the menu.

Essential Tip

Always record your order details before posting for future reference.

Please note

Our Terms and Conditions are printed on the reverse of the Order Form.