



# Wedding Stationery ORDER FORM

## Personal details

Bride's name: \_\_\_\_\_

Groom's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Wedding date: \_\_\_\_\_

Invitations are required by: \_\_\_\_\_

How did you find out about us: \_\_\_\_\_

\_\_\_\_\_

## Item and quantity required

Invitations                      Quantity: \_\_\_\_\_

Save-the-date                      Quantity: \_\_\_\_\_

Reply cards                      Quantity: \_\_\_\_\_

Information inserts                      Quantity: \_\_\_\_\_

Menus                      Quantity: \_\_\_\_\_

Order of service                      Quantity: \_\_\_\_\_

Place markers                      Quantity: \_\_\_\_\_

Table markers                      Quantity: \_\_\_\_\_

Seating plan                      Quantity: \_\_\_\_\_

Other:                      Quantity: \_\_\_\_\_

## Wedding stationery design brief

Please include as much or as little information as you wish. We are happy to help you with your design brief, to discuss ideas and view samples please contact Rachel on 021 359 013 or email [rachel@aime.co.nz](mailto:rachel@aime.co.nz)

Wedding theme: \_\_\_\_\_

Colours: \_\_\_\_\_

Design style: (e.g. traditional, contemporary, vintage etc.) \_\_\_\_\_

Invitation size / format: (refer to our price list for inspiration) \_\_\_\_\_

Type style: (e.g. traditional script, formal or contemporary) \_\_\_\_\_

Likes and dislikes: (include Aimé style names if relevant) \_\_\_\_\_

\_\_\_\_\_

Other information:

## To request a price

### Return this order form to:

Aimé Wedding Stationery, 28A Thornton Street, St Albans, Christchurch 8013, New Zealand.  
Or email to: [info@aime.co.nz](mailto:info@aime.co.nz) and a price will be supplied to you.

## To place an order

### Return this order form along with your \$100 deposit to:

Aimé Wedding Stationery, 28A Thornton Street, St Albans, Christchurch 8013, New Zealand.  
Or email to: [info@aime.co.nz](mailto:info@aime.co.nz)

## Deposit

### Payment of a \$100 deposit is required to confirm your order:

Design work will not commence until your deposit is received. Your deposit will be deducted from your wedding stationery invoice.

**A cheque is enclosed**

Please make cheque payable to: North 22 Limited.

**Payment has been made by direct credit**

Please pay by direct credit to: National Bank of New Zealand, account no. 06-0801-0665571-00

Please reference your name when making the payment.

## Terms and Conditions

**Payment:** Payment of a \$100 deposit is required to confirm your order. Design work will not commence until your deposit is received. Your deposit will be deducted from your wedding stationery invoice. Payment is due on the delivery of your wedding stationery. Should your order be cancelled your deposit will NOT be refunded. Your order cannot be cancelled after commencement of production of your wedding stationery. Cheques that are dishonoured will incur a dishonour fee of \$25.00 payable immediately upon notification. Prices may be subject to change. Unpaid invoices will incur penalty interest of 2.5% per month. Any accounts not paid within normal terms and conditions will be referred to a collection agent for collection action. Once your account has been handed to a collection agent all costs associated with the collection will be added to the account. Title of goods does not pass until payment is received in full. Prices are in New Zealand Dollars and include GST.

**Delivery:** Delivery costs are additional and will be included in your wedding stationery invoice. Aimé Wedding Stationery takes no responsibility for loss or damage incurred to items through postage or courier delivery.

**Privacy Policy:** All information gathered from you will remain strictly confidential. Under no circumstances will they be given to any third party.

**Proofing and Returns:** All wedding stationery proofs are required to be approved by our clients prior to production. Aimé Wedding Stationery take no responsibility for mistakes made on stationery that our clients have approved for production. We recommend that orders are checked and any mistakes reported within 7 days of delivery. Aimé Wedding Stationery will rectify any mistakes at the clients expense within 7 days of mistakes being reported. We will rectify any mistakes caused by Aimé Wedding Stationery at our expense. After 7 days has passed since delivery Aimé Wedding Stationery will not take responsibility for any mistakes and will consider the order completed. No refunds will be given on custom designed wedding stationery.

**International purchase:** Wedding Stationery purchases made outside New Zealand may incur an import tax or duty once orders are dispatched, prior to the clients receiving their goods. This fee is wholly the responsibility of the client. Aimé Wedding Stationery cannot be held responsible or liable for any additional fees charged by government or any other authorities. We advise the client to check if any of these will apply before ordering.

**Copyright:** All copyright is wholly owned and reserved by Aimé Wedding Stationery and North 22 Limited. No part may be reproduced in whole or part or stored without written permission. Under no circumstances can any of our products be re-sold without written permission beforehand.

**Sample Use/Display Permission:** From time to time Aimé Wedding Stationery is asked to submit samples of work to potential clients, magazines, media and to exhibit at trade expos and events. If you DO NOT wish samples of your wedding stationery be used for this purpose please indicate by placing a cross here:

I accept the terms and conditions listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Thank you for your order.*

*Aimé Wedding Stationery looks forward to working with you to create the perfect stationery for your wedding day!*