



## *How to Order*

To place an order, or enquire about the design process or any of our existing designs, please contact us at the studio: email [hello@tenandsixpence.co.uk](mailto:hello@tenandsixpence.co.uk) or call 0845 224 5395



## *Bespoke or Off-the-Peg?*

If you would like us to create a bespoke invitation to mark your event, please get in touch to discuss your requirements. Throughout the design process we will consult with you on all aspects of your Wedding or social event, in order that we can create the perfect suite of stationery, reflecting both your personality and style.

If you wish to order one of our existing off-the-peg designs, or have an existing design tailored to suit, we strongly recommend that you order a sample to confirm it is exactly what you desire, or to check whether you wish any changes to made.

## *Samples*

Samples are available in day invitation format and are charged at £5.00 per sample, including p&p. You may order a maximum of 3 samples which will be credited against any future order placed. Please fill in our Sample Request form, (download from the 'How to Order' page on our website or contact us to request a form) and return by post. Samples are created to order, so please allow 5-7 working days for your samples to be produced.

## *Proofs*

Once your design and quotation has been agreed, we will ask you to secure your order with a 50% deposit. Once payment has been received, we will then request your wording and ask you to select your typefaces, in order that we can create a proof of your design. We aim to email initial proofs within 1 week of your wording being submitted. Please read through proofs very carefully and double-check all spelling, names & numbers. This is your opportunity to make any last minute changes or correct any errors on your proof.

Once you have roughly confirmed your proof via email, we shall post you a hard copy of the final proof(s), along with an order confirmation, detailing your design(s). We will ask you to sign and return one copy. Please note, printing will not commence until you have approved your final proof(s) by return of the form with a signature. Once final proofs have been approved, we are unable to make any further changes.

## *Payment and Delivery*

We normally allow 4 - 6 weeks from proof approval to create your invitations. This can vary depending how booked up we are at the time of your wedding. We will advise at the time of ordering should this timescale be longer than expected. We may be able to produce orders on an express timescale, please contact us for availability.

We will contact you as soon as your order is ready to arrange delivery. Your stationery will be dispatched on a next day service and will require a signature. Postage costs are calculated once your order is finished based on its weight and costs will be advised on the final invoice. As a guide, postage normally ranges between £7.50 - £10.00 for small orders and £12.00 - £15.00 for larger orders. Payment of the balance of the order has to be completed before items are posted. Payment is accepted via cheque, bank transfer or most major credit and debit cards.

## *Frequently Asked Questions*

Your wedding invitation should be a reflection of you and give your guests an insight into the style and formality of your wedding. Your invitations are your first point of contact with your guests and therefore set the tone and expectations for your big day. Not only will they provide the essential information to your guests, but many will also be kept as a keepsake of your event.



### *When Should I send out my invitations?*

Invitations should be sent out to your guests 6 to 8 weeks before your big day, or earlier if you are getting married in a peak holiday period or abroad. Ideally, you should place your order at least 6 months in advance, although it is advisable to book as early as possible as we do get rather busy! If your wedding is less than 4 months away, please contact us and we can advise whether we have any availability.

### *Should I send 'Save the Date' cards?*

If you are inviting guests from overseas or perhaps marrying abroad, your guests will have to make substantial travel arrangements, so we would recommend you send out an informal 'save the date' notice before the invitation. These are normally sent at least 6 months in advance, but could be sent out up to 12 months in advance if your wedding is in a peak holiday period or abroad. Save the Date cards are a lovely way of announcing your wedding if you have decided on your guest list, you don't need to be getting married abroad to send them!

### *Should I enclose reply cards?*

Always include either an RSVP date (with reply address) on your invitation, or a reply card. Traditionally, only the RSVP date on the invitation was required, however, to encourage a much swifter response from guests, many couples now find it is easier to include a reply card and/or an addressed envelope. We also offer a Premium Postage Service, where all reply envelopes are stamped, so your guests only need to visit a postbox!

TIP: RSVP dates should be approximately 1 month before the wedding, to ensure you have enough time to finalise guest numbers with your venues.

### *Who Should I send invitations to?*

Estimate how many invitations you will need. You will not require an invitation for every guest - many will be couples & families. Adult children over 16 should receive their own invitation, as should your parents, members of the wedding party and the celebrant or priest. Don't forget that elderly relatives or family & friends living abroad will appreciate your invitation even though you may already know they cannot attend. Your guest list should be built around family and friends that you are likely to be in contact with for many years after your wedding day.

TIP: Always order extras. Ordering reprints can be very expensive and not always possible to produce in a short timescale - it is always better to have a few extra than to be caught short.

### *Personalise your invitations*

We can incorporate an extensive range of embellishments into your design, from sumptuous ribbons and sparkling swarovskis to hand-lined envelopes or designing a custom monogram or motif for your invitations. We can also print each guest name onto their individual invitation, or arrange a calligrapher for you. If you would like us to print guest names directly onto your invitations, we will provide a template for you to complete with your guest names and addresses.

# Wording Etiquette



Traditionally, invitations use no punctuation or capital letters other than for Names/Dates/Places. The date is normally spelt out in full including the year. The Bride's first and middle name is used, omitting her surname. The Groom's name however, is used in full.

Invitations are issued by the hosts of the wedding, traditionally the Bride's parents, however it is becoming increasingly common for both sets of parents to host the wedding, or even the Bride & Groom themselves.

Wedding invitations traditionally follow the format shown in the examples below. Please bear in mind, they are just examples and you can choose to follow them if you wish or use your own wording. There are lots of wording 'formats' for many different situations, such as, divorced parents, step-parents hosting etc. Please do not hesitate to contact us should you require any guidance in compiling your wording.

## General Format

host  
invites  
guest  
to the marriage of  
Bride's christian name(s)  
to  
Groom's full name  
day/date/year  
at time  
wedding venue  
Wedding venue address  
and afterwards at  
reception venue  
reception venue address  
from time

RSVP information (if required)  
Dress information (if required)

## Brides Parents hosting, formal church wedding (most traditional format)

Mr and Mrs Alan Smith  
request the honour of your presence  
at the marriage of their daughter  
Sarah Louise  
to  
David William Grant  
Saturday, 29th August 2009  
at three o'clock  
St. Kessog's Church  
72 High Street, Auchterarder  
and afterwards at  
The Gleneagles Hotel  
Auchterarder, Perthshire  
from five o'clock

RSVP 25th July 2009  
12 Mare Park  
Auchterarder PH3 1KY

## Both Bride's & Groom's Parents hosting

Robert and Alice Jones  
together with  
Peter and Mary Grant  
request the pleasure of your company  
at the marriage of [their children]  
Sarah Louise Jones  
with  
David William Grant  
Saturday 16th March 2009 at 10am  
St. Kessog's Church  
72 High Street, Auchterarder  
and afterwards at  
The Gleneagles Hotel  
Auchterarder, Perthshire  
from 12 o'clock

RSVP 25th February 2009  
rjones@hotmail.com  
01234 567789

## Bride's Parents Hosting, less formal, (suitable for church or non church wedding)

Robert and Alice Jones  
request the pleasure of the company of  
[guest name]  
at the marriage of their daughter  
Sarah Louise  
with  
David William Grant  
son of Peter and Mary Grant  
Saturday 16th July 2009 at 10am  
St. Kessog's Church  
72 High Street, Auchterarder  
and afterwards at  
The Gleneagles Hotel  
Auchterarder, Perthshire  
from 12 o'clock

RSVP 25th June 2009  
25 Glenorchil View  
Auchterarder PH4 1FY

# Typefaces



Please find below a collection of our most popular fonts for your inspiration.

MR & MRS TRAJAN PRO REQUEST THE PLEASURE OF YOUR COMPANY

Mr and Mrs Papyrus request the pleasure of your company

Mr and Mrs Myriad Pro request the pleasure of your company

Mr and Mrs Garamond request the pleasure of your company

MR AND MRS COPPERPLATE REQUEST THE PLEASURE

Mr and Mrs Century Gothic request the pleasure of your company

*Mr and Mrs Snell request the pleasure of your company*

*Mr and Mrs Zaffino request the pleasure of your company*

*Mr and Mrs Scriptura request the pleasure of your company*

*Mr and Mrs Monterey request the pleasure of your company*

*Mr and Mrs Edwardian request the pleasure of your company*

*Mr and Mrs Bickham request the pleasure of your company*



## Contact Us



We hope you have found this guide helpful, and that it answers all of your questions. Please do not hesitate to get in touch, should you have any queries or would like us to create your dream invitation - happy planning!

[www.tenandsixpence.co.uk](http://www.tenandsixpence.co.uk)

email: [hello@tenandsixpence.co.uk](mailto:hello@tenandsixpence.co.uk)

tel: 0845 224 5395

