



## *How to Order*

To place an order, please either call us at the studio on 0845 224 5395  
or email us at: [myorder@tenandsixpence.co.uk](mailto:myorder@tenandsixpence.co.uk)



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

If you wish to place a bespoke order, please contact us and we shall email you our bespoke form, on which you can provide us with details of your wedding or event plans, in order for us to start the consultation process so we can create the perfect suite of stationery exclusively for you!

If you wish to order one of our off-the-peg designs, we strongly recommend you order a sample to confirm it is exactly what you desire. 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 can be credited to your account when you place an order. Please fill in our Sample Request form, which can be downloaded from the Order page on the website or contact us to request a copy.

## *Proofs*

We aim to email proofs within 48 hours of receipt of your order. Please read through proofs very carefully and double-check all spelling, numbers etc and advise us of any changes to be made or whether you are ready to proceed. Printing will not commence until you have given approval on the proofs.

## *Payment*

We shall email you an order confirmation at the same time as sending through your proofs. This will confirm exactly what you are ordering and the ways to pay. We take a 50% deposit on approval of the proofs which confirms your order. Please note, your order cannot commence until a deposit has been paid and your proofs approved. The remaining 50% balance will not be due until your order has been completed and is ready for posting, at which point we will contact you.

Payment is accepted via cheque, bank transfer or most major credit and debit cards.

## *Delivery*

Please allow 4 - 6 weeks from the final approval or payment date (whichever is later) for us to create your invitations. Your stationery will be dispatched on a next day service and will require a signature. Postage costs will depend on the weight of the order, and normally range between £7.50 - £10.00 for small orders and £12.00 - £15.00 for larger orders. We will contact you as soon as your order is ready.

# *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 mood and expectations for your big day. Not only will they provide the essential information of your wedding, but will be kept as a keepsake by many of your guests.



## *When should I order my Wedding stationery?*

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. 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.

## *Save the Dates?*

If you are inviting guests from overseas or perhaps marrying abroad, meaning your guests may have to make substantial travel arrangements, we recommend you send out an informal notice before the invitation. A nice way of doing this, is to send a 'Save the Date' card. These are normally sent between 3 to 6 months in advance, but could be sent out up to 12 months in advance if your wedding is in a peak holiday period.

## *R.S.V.P.*

Always include either an RSVP date (with reply details) 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 & addressed envelope.

If you wish to use our Premium Postage Service, we can ensure 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 the numbers with your venues.

## *Reprints?*

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 - it is always better to have a few extra than to be caught short.

## *Guest Names*

Decide when ordering, whether you would like us to leave a blank space/dotted line for you to later add guest names or whether you would like us to print guest names directly onto your invitations. We will not require your guest list at the point of ordering, we will provide a template at a later date.

# 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 is however 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 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.

## 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