

WEDDING STATIONERY INFORMATION

How it works

1

SUBMIT AN ENQUIRY

After you have completed the enquiry form, we will be in touch with a quote. The quote will include a cost breakdown of your requests. This quote is subject to change as we edit and adapt your package to suit you.

2

COMPLETE THE SPECIFICATION FORM

Once you have approved the quote you will receive a specifications form to complete. This will require the finer details you wish to see on your Wedding Stationery. Include any images you may have seen for inspiration.

3

DIGITAL PROOFS

Once you have submitted your specifications form, I will start working on your designs. You should expect to receive digital proofs within two weeks.

4

SAMPLES

After we have agreed on the final proofs, you have the option to receive samples. I offer two types of samples: generic samples (£30 deposit + postage) or custom samples (25% deposit + postage)

5

YOUR WEDDING STATIONERY POSTED!

You will then receive the final invoice 6 weeks before you wish to receive your Wedding Stationery (unless you have opted for a payment plan). Once the full balance has been paid, your stationery will be processed, printed, beautifully packaged and dispatched to you.



PAYMENT INFORMATION

SCHEDULED ONE-PAYMENT

If you are happy to pay full-payment in one go closer to your Wedding date then this is the most suitable option for you.

You will receive an invoice and the pay by date. This is usually requested 6 weeks before your stationery is scheduled to be delivered.

If payment is late, this will delay the delivery of your stationery.

PAYMENT PLAN

If you would prefer to spread out your payments then this is the most suitable option for you.

We offer 3-month or 6-month payment plans. This involves scheduling monthly payments until the full balance is paid. The full balance will need to be paid 6 weeks before you are due to receive your stationery.

QUOTES

We understand that your ideas and materials may change throughout the process. Therefore, quotes are subject to change as we work through and adapt your package. Initially, you will be quoted using our standard materials. Premium materials are available and information on the variety of materials we have available are explained in the 'Materials' pack.



MATERIALS

Invitations

- Available in the following card types:
Standard matte, silk matte, uncoated premium, gloss
- Silk matte is also available with gold or silver embossing

Signs

- Available in A1, A2, A3
- Material options:
Cardboard, Foamex, acrylic, plastic, wood, chalkboard A-frame,

Order of Service Booklets

- Available in A5 or A6
- Font and back page are available in matte or premium uncoated
- Inside pages are available in standard white paper
- Maximum inside pages 12

Add-on Features

- Pocket folds available in a variety of colours and sizes
- Wax seals available in a variety of colours
- Ribbons available in a variety of colours
- Vellum jackets
- Dried flowers
- Eyelets and paperclip options to attach cards together
- Picture frames
- Easels
- On the day set-up option for large orders



Contact information:

Chloe Burt

chloe@papersbymae.co.uk

www.papersbymae.co.uk