



# Wedding Order Form

PLEASE SUBMIT AN ORDER FORM FOR ALL WEDDING DETAILS

Please send to [amanda@lilacsuede.com](mailto:amanda@lilacsuede.com) - **production will not begin until form, contract and deposit are received.**

An \$85 non-refundable deposit is required to begin the design of your invitation, \$175 for pocket invitations. You must order your invitations 12 weeks prior to your wedding day or you will be charged a \$100 rush fee.

Today's Date

Name

Address

  

Phone

Email

How did you hear about Lilac Suede

Please list groups/referrals/promo code

  

Type of invitation

- Flat invitation
- Flat invitation with matte backing
- Double sided invitation
- Single pocket
- Full pocket

Date of Wedding

Day of Wedding

- Friday     Saturday     Sunday

Amount Needed (estimate)

Theme of Wedding

  

Colors of Wedding

  

Invitation color

- Ivory     White     Other

Do you need an additional invitation

- Reception only invite (invited to dance only)
- Private ceremony invite (not enough space for all guests)
- Other

I am here to help you in all aspects. Please list any special requirements/needs/ideas you may have.

# The Ceremony

Brides name as it should appear on invitation

Time of ceremony

State how you'd like the time to appear

- Three o'clock in the afternoon / half past
- Three-thirty p.m. / Three p.m.
- 3:30 p.m. / 3:00 p.m.
- Other

Times shown are not actual, just a reference of choices

State how you'd like the date to appear

- Friday, the twenty-fourth of October two thousand...
- Friday, October 24, 20XX
- Fun layout we discussed
- Other

Please list what you'd like the invitation to say - i.e.: parents names and so forth.

Please see our sample ideas below

1. Together with their parents  
Donna White and Eric Plover  
Would like to invite you in celebrating  
Their marriage as two become one
2. Mr. and Mrs. Gregory Tank  
Request the honor of your presence  
At the marriage of their daughter  
April Marie Tank to Kyle Walter Snow
3. Mr. and Mrs. Henry Tank  
Request your presence at the marriage of their daughter  
April Marie to Kyle Walter Snow  
son of Mr. and Mrs. David Snow
4. Mr. and Mrs. Tom Clark and Mr and Mrs. Don Gates  
would like you to join them in celebrating  
the marriage of their children  
Becky Elizabeth Clark to Douglas Michael Gates
5. Please join us on DATE  
For the marriage of  
Tatum Michelle Carboy and Thomas Michael Behr
6. Ms. Abigail Clover and Mr. Eric Gaunt  
Will be united in marriage on DATE  
And are requesting your presence as they become one

Please note - you can list first names, first and middle, or all three and vary the choices between the Bride and Groom.

Grooms name as it should appear on invitation

Ceremony name as it should appear

Address of ceremony location

  

How'd you like your parents name(s) to appear

- No parents listed
- Together with our parents
- Together with our families
- Mr. and Mrs. John Doe
- Mr. and Mrs. John and Jane Doe
- John and Jane Doe
- Other

## The Response Card

Date you need your response card sent back

What would you like offered for a response

- Please respond by
- A response is requested
- Will you join us?
- Please RSVP
- The favor of a reply is requested
- Other

Are you offering meal choices

- Yes
- No

Please list your meal choices

  

Additional items you'd like listed on the card

- Song(s) you'd like to hear
- We've reserved "blank" seat(s) in your honor
- Number attending
- Dietary restrictions
- Other

## The Details Card

Venue name as it should appear

Address of venue

  

Timeline card / information

- Yes
- No

Please list the times & icons if specifics are desired

  
  
  

All invitations include a response postcard.

Type of response card envelope is additional \$0.15/ea

- Postcard
- Reply card with envelope

What would you like offered for a reply

- Accept / decline
- Graciously accept / regretfully decline
- Will attend / unable to attend
- Wouldn't miss it / will celebrate from afar
- Yes! can't wait / unable to make it
- Other

Would you like me to address your response card

- Yes
  - No
- There is a \$10 fee

Name & address you'd like the response sent to

  

Time of dinner

Time of cocktail / hors d'oeuvres and / or dancing

  

Accommodations card / information

- Yes
- No

Please list codes / addresses / dates / phone

## Additional Items

Please check all items that are needed / wanted

- Response card
- Details card
- Additional misc. information card
- Lined envelopes (extra charge)
- Inner envelopes (extra charge)
- Colored envelopes (extra charge)  
Color
- Lilac Suede to address mailing envelopes (\$30)
- Print return address on mailing envelope
  - Back flap (\$10)
  - Left corner
- Matte backing  
Color
- Glitter backing  
Color
- Belly band
- Emblem
- Lilac Suede to assemble invitations (extra charge)  
(assembly - invite to matte and / or matte to pocket)
- Other

## Lilac Suede can create that too

Lilac Suede can help you out for the days leading up to and proceeding your big day.

If you check the box and don't want it or don't check it and do want it, no problem, I'm here either way.

- Save the date card / magnet
- Bridal shower invitation
- Rehearsal dinner invitation
- Thank you card (send within one year)
- Programs
- Escort cards (place cards)
- Day of itinerary cards
- Gift / favor tags
- Table numbers
- Bar signs
- Menu cards

Escort cards - you will send me an excel spread sheet one week prior to your wedding with wanted information. All other items (programs, bar signs, table numbers, etc.) need to start production three weeks prior to your wedding day, I do ask for escort card **designs** to be approved three weeks prior as well.