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**WEDDING WELCOME Form**

**THE PROCESS, TIMELINES, AND ORDERING**

* Upon receiving your information, I will provide a price quote and timeline for your approval so that we may start the proofing process for the stationery.
* A 50% deposit is required to begin proofs with the remaining balance and shipping to be due upon the final approval of the proofs.
* You will receive unlimited digital proofs unless otherwise specified (as in the printable DIY stationery).
* First digital proofs take *3 days* to receive via email after you make the deposit unless otherwise specified.
* Please allow for at least 1 1/2weeks of print and assembly time AFTER you approve your proofs. Placecards may be finished within 1-2 weeks.
* During the wedding season months (March – September) please inquire about the timeline which can be longer than normal. Bookings for ship dates are typically a month or two in advance because of high demand.
* Payment can be made either via etsy/paypal or via paypal email invoicing. Checks and Money Orders are accepted via mail.
* On occasion I do take rush orders. Please check for availability. There is a 15% flat fee for program rushes.
* Express shipping for all orders is available and is recommended for all international orders to guarantee delivery.

If you have any other questions, please don’t hesitate to ask!

Once you have finished the form please email it to caroline@pinkorchidinvites.com

I look forward to working with you!

Caroline

**Caroline Russo**

Owner and Designer

Pinkorchidinvitations.com

This form can be fully edited with your wedding welcome information. If there is not a box for your information please place it at the end of the form. You may add/edit information on this form; the topics for the booklet are suggestions only. If you have your information in another text format please attach it to this email and only fill out the first page of this program form.

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| **Bride & Groom Names** |  |
| **Quantity of Booklets** |  |
| **Shipping Address**  *(this will be used as your primary ship to address over etsy and paypal)* |  |
| **Choose Paper Type:**  **White Linen/Matte**  **Cream Linen/Matte** |  |
| **Need By Date** |  |
| **Your Wedding Date** |  |
| **Cover Information**  (Quotes, Friends and Family Notes, Welcome Letter) |  |
| Schedule of Events  or Itinerary  (Optional) |  |
| Things To Do/Local Attractions  (Optional) |  |
| Restaurant Recommendations  (Optional) |  |
| Contact Information for Bridal Party, Parents  Etc. (Optional) |  |

*Place any extra information here:*

If you have anything else you want to include in the booklet that you couldn’t include above, please place it here: