**PROCESS, TIMELINES, AND ORDERING**

* For fans, please keep in mind space limitations (5 1/2” x 6” max) since it is a smaller format. 
* First digital proofs take 3 days to receive via email after you make the deposit unless otherwise specified. You are provided unlimited proofs.
* Please allow for at least 2 weeks of print and assembly time after you approve your proofs. Timelines vary by project and quantity.
* During the wedding season months (April – September) please inquire about the timeline which can be longer than normal.
* Payment can be made online via paypal or via paypal email invoicing.
* On occasion I do take rush orders. Please check for availability. There is a 25% flat fee for rushes.
* Express shipping for all orders is available and is recommended for all international orders to guarantee delivery.
* If this is a custom order please submit any online links to photos, swatches, or extra information. If you are requesting a specific design to be included please attach it to this email.

If you have any other questions, please don’t hesitate to ask! I look forward to working with you!

**Caroline Russo**

Owner and Designer

pinkorchidinvitations.com

WEDDING PROGRAM FAN ORDER FORM

This form can be fully edited with your program information. If there is not a box for your information please place it at the end of the form. 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. Once you have finished this form, please email it to caroline@pinkorchidinvites.com

|  |  |
| --- | --- |
| **Bride & Groom Names** |  |
| **Quantity of Programs** |  |
| **Date Programs are Needed***(please allow at least 2 weeks for printing and assembly after you approve your proof)* |  |
| **Shipping Address***(this will be used as your primary ship to address)* |  |
| **Program Type** *(ex: Allison Fan)* |  |
| **Choose Paper Type:**Standard White or Cream Matte *(White or Cream Linen is available for a .25 extra on standard Allison Type Fans)* |  |
| **Rounded Corners?*****(****.25 Extra)* |  |
| **Regular fan handle or Way Fan Handle?***(wavy handle .25 extra)* |  |
| **Text Color(s)** |  |
| **Ribbon Color**  |  |
| **Date and time of Ceremony***(time optional)* |  |
| **Name of Church/Place** |  |
| **City and State of Church/Place** |  |
| **Pastor, Priest etc.**  |  |
| **Parents of the Bride** |  |
| **Parents of the Groom** |  |
| **Maid of Honor** |  |
| **Bridesmaids** |  |
| **Best Man** |  |
| **Groomsmen** |  |
| **Flower girl** |  |
| **Ring Bearer** |  |
| **Ushers** |  |

# The Ceremony

Religious Ceremony/Rituals

Please write down the order of your ceremony

|  |  |
| --- | --- |
| Ritual | Song/Scripture Details |
| *Example: Bridesmaids Processional* | *Ave Maria – Bach-Gounod* |
|  |  |
|  |  |
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|  |  |
|  |  |
| *Any special instructions or best wishes* | *Example: Thank you for coming or Receiving line will be at the reception* |

*Place any extra information here:*

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