

## Marriage stationery, souvenirs and gifts order form

IMPORTANT – Stationery and goods will be produced as per details completed on this form

### Applicant's details

Name

Telephone number (daytime)

Email address

### Ceremony details

Date of ceremony

Time of ceremony

Venue of ceremony

### Reception details – complete this section when ordering invitations

Reception address

Evening reception address

Evening reception time

### Names of couple for printing on stationery and gifts

Party 1 Name

Party 2 Name

Names after marriage

EG. John and Jane, Mr and Mrs Smith etc

### RSVP information – complete this section when ordering RSVP cards

Address

RSVP date

### Your stationery order – Please see [dudley.gov.uk/weddingstationery](http://dudley.gov.uk/weddingstationery) for designs and costs

Which design would you like?

- Jar of hearts
- Blossom
- Traditional gold
- Traditional silver

Which quality card would you like?

- Premium white 280 gsm silk card
- Luxury ivory Conqueror hammered finish card

Save the date cards	Include venue & time	Show date only	How many? .....	£
Invitations	Circle text choice: 1 2 3 4 5		How many? .....	£
Evening invitations	Circle text choice: 1 2 3		How many? .....	£
RSVPs			How many? .....	£
Thank you cards	Circle name choice: 1 2		How many? .....	£
Order of ceremony booklet	<i>We cannot produce order of ceremony booklets until we receive your music choices</i>		How many? .....	£
Verse cards Commemorative	Circle reading(s): 1 2 3 4		How many? .....	£
Commemorative certificates			How many? .....	£

**Personalised wedding gifts and souvenirs**

<input type="checkbox"/> Mr and Mrs mugs set of 2 £25	Mr.....Mrs.....	Total cost for gifts £ .....
<input type="checkbox"/> Mr and Mrs mug (single mug) £13.50	Mr & Mrs .....	
<input type="checkbox"/> Heart ornament £12.50	Mr & Mrs .....	
<input type="checkbox"/> Wedding gown coat hanger £12.50	Mrs .....	

Your order will be processed within 14 days of receipt of your completed form and payment and will be available for collection from Priory Hall or we can post it to you (additional £3.50 for postage & packing). Certificates, reading verse cards and order of ceremony booklets will be ready at your ceremony venue for when you arrive.

- I will collect my order from Priory Hall / Thomas Robinson at the ceremony or
- I will collect my order from Priory Hall or
- I would like my order posted to: .....

Date		Total fee to be paid	£
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*I have checked my form and all the details supplied are correct for reproducing onto my stationery*

Signature of applicant

Please email your completed form as an attachment to [marriage.enquiry@dudley.gov.uk](mailto:marriage.enquiry@dudley.gov.uk) or post to Dudley Register Office, Priory Hall, Priory Park, Dudley, West Midlands DY1 4EU

**We will contact you to confirm the price and take the payment**

**For office use only**

<input type="checkbox"/> Payment requested	<input type="checkbox"/> Payment received	<input type="checkbox"/> Proof sent to couple	<input type="checkbox"/> Proof approved	<input type="checkbox"/> Proof to print	<input type="checkbox"/> Product received	<input type="checkbox"/> Email to collect or
						<input type="checkbox"/> Email posted