
TERMS AND CONDITIONS

1. **Pawprintz** will only deliver wedding stationery orders to UK postal addresses.
2. Prices are subject to change without prior notice. Any price increase will not affect any confirmed orders or quotations already provided.
3. Consultations are recommended, for which a £15.00 fee is charged. This covers the cost of the consultation process, the design and up to two samples. This £15.00 will be deducted from the final balance of any resulting order valued at £75.00 and above.
4. A 50% non-refundable deposit is required at the time of placing an order. The balance of the payment is due before the final delivery of the order.
5. All wording (invitations, Order of Service, menus etc) is to be emailed by the customer to Pawprintz as a word document, so that it can be formatted ready for printing. A pdf of the final version will then be sent for proof-reading.
6. Proof-reading is the responsibility of the customer, and subsequent amendments will be charged as necessary.
7. All completed orders can be collected, or will be sent to you by Recorded Delivery. An appropriate charge for p&p will be added.
Please note – table plans are not sent through the post because of the prohibitive postal charges.
8. Any additional items that are requested, and that require posting, will carry a minimum p&p charge of £1.50.
9. Each card is individually made and therefore there will be slight differences between each (e.g. colour, texture, size and positioning). These differences do not constitute a fault.
10. It is recommended that all stationery be ordered at the same time. This minimises the risk of colour or texture variations in different batches of card, papers and/or ribbon, and also the chance that certain materials may be discontinued. **This applies especially to designer papers.** If you order your stationery in stages, then I cannot guarantee the continuity of materials.
11. Many designer papers are handmade, and there will be slight differences in shade between each sheet. These differences do not constitute a fault.
12. Samples will probably be made up in materials from existing stock, therefore there may be slight differences in colour and texture to the finished order.
13. In order for you to receive your stationery in plenty of time (it is usual to send out invitations at least 8-10 weeks before the wedding), I will need **at least 8 weeks** to complete your order from receipt of your approved proofs and deposit, unless an alternate timescale has already been agreed with you. However, please take note of the following point...
14. The provision of a sample is NOT a guarantee that any resulting order will be automatically accepted. Orders are accepted on a 'first come, first served' basis and so production slots may be filled quickly, especially during busy periods. You are advised to order early to avoid disappointment.
15. Your guests' names can be printed onto your invitations at a small charge of 15p per invitation.
Please note – names should be provided in either a word document or spreadsheet EXACTLY as you wish them to appear in the invitation.
16. If your design consists of beads, crystals, ribbons, flowers or other 3-dimensional designs, or if it includes RSVP cards and/or other inserts, it is likely that these items will require a 'large letter' stamp. It is important that you check with the Post Office rather than assuming the cost of postage.
17. The price for the Order of Service or Order of the Day includes an insert of **up to 4 sides** of printing.
Please note that it is your responsibility to obtain any necessary permission from copyright holders for any hymns, poems, verses etc. that you wish to have printed. Most churches now have a CCL licence number which covers any copyright issues.
18. Payment can be made by cash or cheque, or transfer via on-line banking.
19. **Pawprintz** stationery may be made up of small parts that could cause choking if swallowed. Please do not allow young children to play with it, as it is not a toy!
20. All designs are the property of **Pawprintz**. You may not reproduce or copy any design.