

Company name: _____
Address: _____
Phone number: _____
Contact name: _____

Invitations

Description: _____
Paper/card size: _____
Ink colour: _____
Type of paper used: _____
Other, e.g. ribbons: _____
Envelope size and type of paper: _____
Number required: _____
Cost: \$ _____

Reception cards

Description: _____
Number required: _____
Cost: \$ _____

Gift tags for favours

Description: _____
Number required: _____
Cost: \$ _____

Reply cards

Description: _____
Number required: _____
Cost: \$ _____

Seating arrangement cards

Description: _____
Number required: _____
Cost: \$ _____

Menus

Description: _____
Number required: _____
Cost: \$ _____

Thank-you-cards

Description: _____
Number required: _____
Cost: \$ _____

Orders of service

Description: _____
Number required: _____
Cost: \$ _____

Other

Description: _____
Number required: _____
Cost: \$ _____

Place cards

Description: _____
Number required: _____
Cost: \$ _____

Total costs: \$ _____
Deposit paid: \$ _____
Balance due date: _____