

client information

Bride/Guest of Honor Name:

Groom/Guest of Honor Name:

Phone Numbers:

Address:

E-Mail:

event information

Date of Event:

Due Date:

Quantity:

Type of Event:

Event Location:

invitation information

Theme/Color Palette:

Paper/Fonts/Embellishments:

- Components:**
- | | | |
|---|--|--|
| <input type="checkbox"/> Invitations | <input type="checkbox"/> Reply Card + Envelope | <input type="checkbox"/> Thank You Flat |
| <input type="checkbox"/> Outer Envelope | <input type="checkbox"/> Reply Postcard | <input type="checkbox"/> Thank You Folded |
| <input type="checkbox"/> Inner Envelope | <input type="checkbox"/> Directions | <input type="checkbox"/> Place/Table Cards |
| <input type="checkbox"/> Reception Card | <input type="checkbox"/> Schedule | <input type="checkbox"/> Programs |
| <input type="checkbox"/> Other: | <input type="text"/> | |

Notes:

verbiage

Invitation (remember to include date, time & location):

Reply Card:

Reply To Address:

Return Address for Outer Envelope:

Other:

Please use the back of this form if you need additional space.