

# *How To Order*

Here's our step-by-step guide to ordering your stationery...

## *Step 1*

Get in touch and let us know exactly what it is you'd like. For example, are you wanting a full invitation suite (invite card, details card, and an RSVP card) or just an invite and details card? We'll also need to know whether you're ordering from a House Collection, or wanting Bespoke Stationery, as well as knowing exactly how many you'll need - we can then send you an accurate quote.

*Top tip...*

To work out how many invites you'll need - use the 'one-per household' rule, and include anyone living at that address on one invite, however if there are children who are adults living at that address then send them a separate invitation. For example, Mr and Mrs Smith and their nineteen year old son and partner would require two invites.

## *Step 2*

Once you've received your quote and you're happy to go ahead we'll then send an initial invoice for the deposit (this amount will depend on what it is you are ordering). When this has been paid, we'll send a digital proof of your stationery, and if needed you'll then be able to make amends to your proof.

## *Step 3*

When you are happy with your proof we'll ask you to sign-off the design using our design sign-off form. We'll also send over the invoice for the remaining balance at this stage. **PLEASE NOTE** - we won't print your order until the sign-off form has been signed/returned and the balance has been paid.

## *Step 4*

When the sign-off form has been returned, and the remaining balance has been received, we can begin printing and assembling your order. We'll then let you know when your order is ready to be dispatched.

This stage should take approximately three weeks - from design sign-off to delivery.

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## *Any other questions?*

If there's anything else you need, please don't hesitate to get in touch via email - [hello@harriettandjoel.com](mailto:hello@harriettandjoel.com).

If you wish to discuss anything in person then we offer free, stationery consultation calls, which can be booked using the following link: <https://app.acuityscheduling.com/schedule.php?owner=19464677>