

ORDER OF SERVICE & ADDITIONAL ITEMS

ORDER OF SERVICE: These can take a surprising amount of time to compile and gain agreement from all the parties involved. We therefore recommend that you start this task in plenty of time. It is our experience that changes may need to be made to your original draft and that the ‘proofing process’ can take longer than expected.

If possible, please send us copy in Microsoft Word by e-mail to:
design@piccolopress.co.uk Otherwise please send us typed copy, either by post or fax.

Our standard hymn settings are taken from “Songs of Praise”, published by the Oxford University Press. If you wish to use other settings, please let us know. We also have some of the more modern popular wedding hymns, but it is better if you send us the words for these in full.

Layout has to be a compromise between good typography and the requirements of being readable; often in a dark church!

Our grammar and punctuation follow that in the Bible and Book of Common Prayer.

Please get your Vicar or Minister to agree your copy before it is sent to us for setting.

PROOFS: One set of proofs will be provided. Any genuine mistakes or typographical errors will be rectified by us free of charge. Changes to the text and additions and subtractions not clearly advised in your initial instructions will be charged as “Author’s Corrections”, although we will try to keep these charges to a minimum. Proofs will normally be e-mailed back to you within seven working days of receipt of your instructions, but may take longer at the busiest times of the year.

Prices are for a standard amount of typesetting and printing. Extra pages, special sizes and additional design work will be charged pro rata.

Covers to Order of Service can be thermographed or embellished with a drawing of the church etc. If you can provide us with a good quality copy of a drawing of your church, (or a family coat of arms etc), we can print this onto the cover of your order of service at an additional cost of £35. We can also provide blind embossed covers to allow you to add your own insert.

COLOURS: Any colour of ink except white can be thermographed. There is an additional charge of £10 for any colour other than black.

STOCK: It is normal (but not necessary!) to match Order of Service and additional items to the stock used for your invitations.

Our Web Site (www.piccolopress.co.uk) shows a number of examples of Wedding Stationery that have been Engraved, Thermographed and Letterpress printed.

WE RESERVE THE RIGHT TO AMEND OUR PRICES WITHOUT NOTICE AND ALL TRANSACTIONS ARE SUBJECT TO PICCOLO PRESS LTD. STANDARD CONDITIONS OF SALE.

ORDER OF SERVICE & ADDITIONAL ITEMS

Item Reference	Description	50	100	Additional 25s
F1	Order of Service sheet A4 folded (4 pages), (normally same stock as invitation cards).	£160	£185	£15
F2	Ditto above but with thermographed cover.	£192	£220	£24
F3	Order of Service A4 cover with stapled insert of 4 pages.	£210	£240	£30
F4	Order of Service A5 cover with stapled insert of 4 pages.	£210	£240	£25
F5	Order of Service 6.3” square, with insert.	£250	£280	£30
LP	Additional for Letterpress Covers.	£50	£60	£10
F6	Reply cards size 6”x4”, double sided.	£80	£95	£5
F7	Menus A4 folded (4 pages).	£130	£150	£10
F8	Menus A5 single or folded to A6.	£99	£120	£9
F9	Place cards - tent type folded (4.5”x1.75”), plain.	£20	£35	£5
F10	Place cards, 4.5”x1.75”. printed in one colour or blind embossed (includes design of motif or monogram).	£85	£95	£10
F11	Piccolo blind embossed folded thank you cards.	£55	£80	£12
F12	Table, seating or escort cards with envelopes.	£85	£95	£14
R	Ribboning with plain or tartan bows.	£50	£55	£13
G	Additional for gilded bevelled edges.	£48	£55	£13
M	Additional for monogram design. £35			
PF	Presentation Folders for 8x6” invitations, tied with bow.	£50	£90	£20
SC	Covers for service sheets and menus (A4 folded) blind embossed with your initials.	£95	£110	£15

PRICES: All prices include plates, envelopes where appropriate, and VAT.

DELIVERY: Your stationery will normally be ready within fourteen working days from agreement of your copy. Engraved and letterpress items will take longer. “In extremis”, should it be necessary for you to ask to jump the queue, there will be an additional £75 “rush job” charge.

All our stationery is packed in strong presentation boxes and sent by DHL 48 hour courier service. Please advise us of the delivery address. Consignments have to be signed for at the point of delivery.

PAYMENT: Full payment is required before your stationery can be dispatched. Payment can be made by credit card or cheque.

*Piccolo Press can also provide you with the highest quality stationery and invitations for personal use or corporate entertaining.
Please ask for a sample pack and price list.*