



Designer Wedding Stationery

Items in the Designer Range are priced individually in the portfolios and on-line. Select your chosen design and give your preferred colourway (where there is a choice), providing where possible/necessary, a swatch or sample of any item(s) you are trying to match. Two samples (i.e. Invitation) may be ordered free of charge, although P&P will be payable. Where you might have suggested more than one colour-way, an alternative swatch in each colourway will be provided. Further full samples may be purchased at the actual cost of the individual item plus P&P.

Samples

Samples will be posted by normal 1st Class post. Should you request any other class of postage, it will be charged accordingly. Please allow up to 3 weeks for delivery from receipt of samples order.

Your Stationery Order

Please also allow up to 14 weeks before your delivery date (6 -8 weeks before your Wedding date) for a **complete set**¹ of stationery to be produced, as all items in the Designer Portfolio are made to order. Any order placed within 5 weeks of the delivery date will incur an additional cost of £45 to cover a short-notice levy and express orders of any raw materials not already in stock.

When you place an order for your Wedding Stationery, you will then be provided with one finished proof of each of the stationery items ordered. Please be 100% certain that the wording and font style are exactly as requested and required as this will not be able to be altered later.

¹A complete set comprises up to: 50 Invitations, 30 Evening Invitations, 40 Orders of Service and 80 place cards.

Delivery/Payment

All stationery can be delivered by hand * ([link to mileage charges](#)) at a mutually agreed date/time or by post; posted items will be sent by Recorded Delivery only (or Special Delivery, in the case of late orders) and usual Recorded Delivery (or Special Delivery) postal charges will apply.

You will be notified by your choice of text, phone or e-mail, of the time of posting and expected delivery time.

No work will be carried out until payment has been received and these Terms and Conditions are accepted by signing below:

Signed:

Date:





Bespoke Wedding Stationery

Ideas

After first contact you will be entitled to a free*([create link to mileage](#)) initial consultation. This will last for approximately 2 hours. During this time you will be shown samples of cardstock, colour schemes, inspirational photos, etc. You will be encouraged to suggest your own ideas, and your proposed theme and/or colour scheme. Together we will come up with some tentative ideas. Any future consultation will be charged at £25 per hour or part thereof.

Should you decide that you would like me to make samples from these ideas, a fixed, non-refundable **Set-up and Sampling Charge**¹ of £40 will be payable.

Samples

You will receive up to 5 different samples based on the ideas that evolve from your consultation. Each sample will be given a code and a price. You should be able to make your style choice from these samples but you *will* be entitled to one or two alterations/deviations from this, included within the Set-up & Sampling Charge; **more than two**² may incur further costs. These will be discussed fully with you.

When sampling it will be evident as to whether any extra items will need to be custom made. (i.e. Rubber stamps, which will be likely to incur extra charges) If this is the case you will be notified at the time and given a quote. You will need to agree its purchase in writing. This may not be able to be done if ordering less than 12 weeks before your delivery date, please check.

Your Stationery Order

A preferred minimum of 14 weeks before your delivery date is required (this should be at least 8 weeks before your wedding day) for a **complete set**³ of stationery, and favours, Orders placed within 5 weeks of the delivery date will incur an additional cost of £45 to cover express orders of any raw materials not already in stock and a short-notice levy.

When you place an order for your Wedding Stationery, a final price for your Stationery order will be confirmed and **50%** of the final total cost will be payable.

You will then be provided with one finished proof sample of each of the stationery items ordered. You will have 1 week before any further work commences, providing the opportunity to request any *minor* changes (i.e. change shade/width of ribbon, move embellishment down/up, etc.) You may request that the order be held for longer (time permitting, but no longer than 2 weeks, unless you have allowed more than 12 weeks for the work to be carried out) and a specified period may be agreed. Any post-order requirements (i.e. Extra invitations) will be charge at full price

Delivery/Payment

All stationery will be delivered by hand* locally ([link to mileage charges](#)) at a mutually agreed date/time. Payment must be made in advance; details will be sent with your Invoice. Stationery to all other areas can be delivered by hand or by post; posted items will be sent by Recorded Delivery only (or Special Delivery, in the case of late orders) and usual Recorded Delivery (or Special Delivery) postal charges will apply.

The balance, plus the postage is required before posting. Once payment has been received and cleared, your stationery will be posted. You will then be notified via your choice of text, phone or e-mail, of the time of posting and expected delivery time.

No work will be carried out until an agreed deposit has been received and these Terms and Conditions are accepted by signing below:

Exclusively yours

If you choose the bespoke option, the design of your stationery will remain exclusively yours for one year from the date of your wedding. That means that it will not be used or shown (even privately) until your 1st wedding anniversary.

¹Set-up and Sampling: This charge covers searches; purchase and delivery of samples; sample making costs.

²more than two: This is a discretionary amount as it will depend on the nature and number of the changes.

³A complete set comprises: 50 Invitations, 30 Evening Invitations, 40 Orders of Service and 80 place cards.

Signed:

Date:





DIY Wedding Stationery

A free* consultation is offered for DIY Wedding Stationery, just as it is for Bespoke. At first contact we will have discussed ideas of the style(s) and colour(s) you are considering (don't worry if you don't have any ideas at this stage, you will by the end of your consultation). I will bring along card samples and embellishments to 'play' with and together we will come up with some rough designs. You will need to copy these rough designs at the time of the consultation as the originals will be kept on file in case I need to refer to them in consultation with you at a later date.

Samples

After the consultation you will then pay a deposit of approximately 50% of your total cost (calculated on your approximate numbers/style of card) I will then order sample quantities of card and embellishments with which to produce your own samples. Once I am in receipt of your materials you should book your Start-up Workshop.

Your Start-up Workshop

Book your Workshop, and ensure your payment is made by Direct Bank Transfer, prior to the Workshop. (£25per workshop up to 2 hours; £10 for a Skype (TBC) Workshop - only available to those outside the 20 mile radius of Bristol City Centre* [Link to Mileage T&Cs](#)). We will each then make up 1 of your samples, together at the same time. This way I can see the way you work and if necessary point out some easier methods or tips to give your stationery a more professional finish. I will then oversee you making a sample of your own. If you feel confident to go ahead I will take one of the cards and work out exactly how much you will need and then order the remaining items. I will always add 10% extra materials to allow for mistakes.

When sampling please be remember to consider what else you may need (Order of Service/Day, Evening, Place cards, Menus, Table names/numbers, Favours, etc. See the Order Form* [Create Link to order form Or perhaps I should just reproduce the list of stationery items available for Bespoke and DIY?](#) for prompts).

Please try to order **all** your raw materials in one go, it is more cost effective than buying in smaller quantities. You don't need to think about this alone, once you have completed the workshop you will get as much help and advice as is necessary; you can call or email at any time.

As soon as the goods arrive you will be notified, a mutually convenient delivery/posting time will then be agreed. The balance will be payable on or before delivery.

Until final payment has been received any materials remain the property of **TOPIKKI**

**Certain items of equipment are available for hire. Some items will require a holding deposit of up to £50 per item, which will be fully refundable on return of the items in the same condition in which they were hire. Contact for details [Link to Contact](#)*

Changing from DIY to Bespoke

Should you, after your sampling, or at any time during your production run, feel out of your depth, please contact me and I will do my best to help you complete your stationery. Terms will depend on how much of your production remains and my availability at the time. Terms will be discussed and agreed at the time. Typically, this would be between £1.50 and £3.50 per item.

Please read and agree these Terms and Conditions, by signing below before we work together. Thank you for Choosing **TOPIKKI**



Signed:

Date:



Mileage Charges

Consultations

All Consultations are carried out Free of Charge. However, mileage will be chargeable for distances over 20 miles from Bristol City Centre (The Bear-pit Roundabout) according to the www.theaa.com/route-planner

<i>DISTANCE</i>	<i>CONSULTATION /DELIVERY</i>	<i>MILEAGE COSTS - RETURN</i>
Within 20mile radius	Free	£ 00.00 per mile
20 – 35 mile radius	Free	£ 00.45 per mile
35 – 50 mile radius	Free	£ 00.38 per mile

<i>FROM BRISTOL</i>	<i>CONSULTATION /DELIVERY</i>	<i>DISTANCE One-way</i>	<i>TOTAL MILEAGE - RETURN</i>
ie. to Bath	Free	13.5 miles	£ 00.00
ie. to Chippenham	Free	27.5 miles	£ 24.75
ie. to Oxford	Free	40.0 miles	£ 30.40

<i>DISTANCE</i>	<i>WORKSHOP</i>	<i>WORKSHOP TYPE</i>	
Within 20mile radius	£25	Workshop	£ 00.00
20 – 35 mile radius	£10	Skype Workshop (TBC)	£ 00.00
35 – 50 mile radius	£10	Skype Workshop (TBC)	£ 00.00

Anything over these distances are negotiable, please [contact \(Create link\)](#) to discuss

I make regular visits to London, so London addresses (Zones 1 – 4) can be accommodated. Consultations will still be Free but Return Tube Fares will be charged, or I am happy to meet in Central London at one of the main hotel foyers, TBC at time of booking. Other times/dates will be subject to negotiation as per regular Mileage Terms above.

All mileage/travel charges must be paid prior to journey being made. Should there be need to cancel through urgent or unforeseen circumstances due to such as Motorway closure, rail disruption, accident or Act of God, the Consultation, Delivery or Workshop will be rescheduled at mutual convenience.

Other than above, both Parties will be expected to give at least 24hours cancellation notice (48 hrs for London) by phone and followed up in writing by email.

Failure to give due notification on the part of Topikki will result in monies being refunded and the Consultation, Delivery or Workshop rescheduled and undertaken Free of Charge. Failure to give due notification on the part of the Bridal Couple will result in monies being forfeited and the Consultation, Delivery or Workshop rescheduled and re-charged in full.

Deliveries

All final deliveries are subject to their own specific Conditions; please refer to the relevant T&Cs for your Stationery-type.

All mileage charges are based on a radius of Bristol City Centre (From the Bear-pit Roundabout, bottom of M32) according to the www.theaa.com/route-planner will be made free of charge (see above).

Postal Deliveries will be via Recorded Delivery or Special Delivery.

London Deliveries will be made on the same terms as the Consultations.