

Ordering the Invitations Checklist

- Based on the styles and services available, choose your stationer.
- Write out exact invitation wording and get okays from all involved.
- Finalize decisions as to:

Type of paper _____

Ink color _____

Type design _____

Style of printing (thermography or engraving) _____

Reception cards _____

RSVP (response) cards _____

Other enclosures (pew cards, in-case-of-rain cards, and so on) _____

Thank-you notes, announcements, ceremony programs, maps, and other stationery _____

- Place your order. Review contract or receipt for the following critical points:
 - Name and contact information for you and the vendor
 - The exact wording of your invitation and all enclosures, printed, with correct line breaks
 - The number of:
 - invitations _____
 - enclosures _____
 - envelopes _____
 - The return address to be printed on the envelopes, if applicable
 - Paper stock and color
 - Ink color
 - Typeface to be used (a sample should be attached)
 - Printing style (thermography, engraving, or other)
 - Descriptions and amounts of other wedding stationery ordered
 - Descriptions and amounts of any other accessories ordered
 - Date the order will be ready
 - Total price
 - Deposit amount due
 - Balance and date due
 - Cancellation and refund policy
 - Stationer's signature
- Proofread the order to make sure all information is factually correct and there are no typos. (Triple-check all locations and addresses.)
- Sign contract or receipt.