



FOXGLOVE
STATIONERY
pretty earthy

HOW TO ORDER

2 WAYS TO ORDER - A STEP-BY-STEP GUIDE

1. Browse the Collections find the perfect design and easily customise and order from the Online Shop.
2. Contact Foxglove directly to discuss design options and to place an order.

Both methods of ordering will have the same one-to-one service during the design & customisation stage and the same rigorous proofing and approval system to ensure absolute accuracy of your printed items. I will be on hand to answer any of your queries or to offer guidance and advice no matter if you are dealing with me personally or placing your order via the website.

1. ORDER ONLINE

All the Customisable Collections can be ordered online. Each Invitation Suite contains a number of items.

These include; Save The Date Card & Envelope, Invitation & Envelope, RSVP Card & Envelope and Details Card.

Each set has elements that are customisable. For example, some offer a choice of background colour, feature text colour, card types, type styles, envelope styles and so on. These are chosen with a click of the button in the Online Shop.

All the designs will be personalised with your particular details and many with a personalised monogram of your initials.

The process of customising and sending your information is simple and straightforward.

In the shop you will find a clear image and description of each stationery piece.

When you have chosen your invitation style, quantity & envelope style you will then be directed to a **Form Page** where you can enter the specific details of your wedding.

It is a good idea therefore to have as much of this information as possible to hand before you begin the ordering process.

*** Don't worry however you can still add and edit this information during the proofing process so it is not essential that you have all the completed information ready at this stage.**

You will then be directed to the payment page where you will complete the transaction and your order will be submitted. You will receive a confirmation email that your order has been received.

I will then begin creating the artwork for your stationery based on the information given and send you a digital proof by email. You can expect to have this digital proof with you within approximately 7 working days of receiving your order.

When you receive the digital proof it is your responsibility to proofread all the details to ensure that everything is correct and then to send me your final approval by email.

It may be that I send you a few proofs until all the text and design details are exactly as you want. No item of your stationery will ever be printed until I have received final approval from you by email.

DELIVERY & TURNAROUND

When final approval is received the next stage will be the printing, finishing, packaging and delivery of your stationery. I normally allow a maximum of 4 weeks from date of approval until you receive your printed items. If you need your stationery more quickly than that please get in touch directly and I can advise you if it is possible to meet your specific delivery time.

2. GET IN TOUCH TO ORDER

You can also get in touch by phone, submit an enquiry through the website contact form or email me at info@foxglovestationery.com. If you prefer you can message through one of our social media accounts, however I would recommend that your initial contact be via the website or by email.

During that initial correspondence we can discuss ideas and from there we might organise a more in-depth consultation meeting or arrange for some sample invitations to be sent.

CHOOSE FROM OUR CUSTOMISABLE COLLECTIONS

I have a diverse range of Customisable Ready-to-order Invitation Suites. Very often couples have looked through these and have directed me to the styles that they particularly like. We can then have a conversation around these and further narrow down which design or designs might work best.

ADD EXTRAS OR EMBELLISHMENTS

It may be that you are interested in the extras I have on offer such as Luxe Envelopes, Envelope Liners, Personalisation, Wax Seals, Vellum Wraps, Bellybands and so on.

I will suggest ways that these designs can be customised, personalised or embellished to create exactly the look you are after.

When we have agreed on a style the next stage is to draw up a quotation for you. If you are happy to proceed I then ask for a deposit to secure the booking. The deposit will typically cover the design-time required to create an initial design proof.

Upon receipt of the deposit, I will draw up a set of digital proofs, personalised with your details and email them to you. There may be a few amendments to make to the text or layout which will be carried out and provided to you during the proofing process.

When you are happy with how everything is looking and have thoroughly proofread* all the artwork you will give your final approval by email to proceed to the printing stage.

When I receive that final approval from you I then ask you to pay the remaining balance so that printing can go ahead.

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MY QUALITY GUARANTEE

I am very happy to guarantee the quality of the printing and finishing, and in the very unlikely event that there is any issue whatsoever with the quality of the product I provide, it will be re-supplied to you without question and at no charge.

For more detailed information on our Ordering & Customisation Processes visit [FAQ](#)

ORDERING SAMPLE INVITATIONS

Each of the Collections comes with a Sample Set and this is a very good way for you to be sure of exactly how your invitations will look when printed. Samples can be ordered via the website or requested personally.

ON THE DAY PIECES

I also design and print a full range of On-The-Day Pieces such as Welcome Signs, Table Plans, Menus, Place Cards, Wedding Favour Tags, Order of Service Leaflets & Booklets.

These are designed to complement your invitation style. Please enquire and we can send you a personalised quote for this service.

BESPOKE DESIGN

Alongside the Customisable Collections, Foxglove also offer an exclusive design service for couples who would prefer to have something completely bespoke.

I will give you a quotation for bespoke design based on the time I estimate the design will take plus the cost of materials and any special finishes that may be required. This will be done after an extensive consultation with you.

PROOFING

*** Please note that while I take every care to ensure the accuracy of your artwork, it is ultimately the customer's responsibility to proofread and approve all the artwork I send as I cannot be responsible for errors or omissions after the items have been printed.**