



charlotte
& oliver

ARE GETTING MARRIED!
PLEASE JOIN US TO CELEBRATE
22ND MARCH 2023
CHILDERLEY

reception

charlotte
& oliver
ARE TYING THE KNOT!

WEDDING STATIONERY GUIDE

TIMELINE

BOOK STATIONER

INVITATIONS

ON THE DAY STATIONERY

THANK YOU CARDS



**CONGRATULATIONS
YOU'RE ENGAGED!**

SAVE THE DATES

PRE-WEDDING EVENTS

THE BIG DAY!

BOOK YOUR STATIONER 18-24 MONTHS BEFORE

It's time to start thinking about what you are looking for from your wedding day, are you having a small, intimate ceremony, or turning the day into a huge celebration? Is it going to be a manor house wedding, a country wedding or an abroad wedding?

These ideas and plans are what drives the theme for your entire day. And from there you can start to get your colour scheme and general aesthetic for the day finalised. This then helps your stationer to create something perfect that fits the theme for your big day!

Once your date has been confirmed and your venue is booked it's time to book your stationer! It is good to get your stationer booked in advance so that the stationer you love keeps a space open for you! With a 30% deposit I can make sure that I keep space open for your wedding stationery up to 2 years in advance of your wedding day!

SEND OUT SAVE THE DATES 10-12 MONTHS BEFORE

It's time to get your guests excited! The timing to send out your save the dates depends on whether you're getting married locally or abroad. Generally around 12-18 months for a local wedding and 12-24 months for an abroad wedding to allow guests the time to book off work and book their flights.

Your save the dates can be unique magnets for your guests fridge or a beautifully designed card for their mantle peice - either way it helps sets the tone of your wedding day!

SEND OUT INVITATIONS 4-6 MONTHS BEFORE

The invitation is the most important part of your wedding stationery suite! Your invitation will give your guests all the information they will need: date & time, location & directions, local accomodation and more! They will usually come with an RSVP card and an information card - these extras can be separate elements to your invites or your invites can be double-sided - it's all up to you!

ORDER ON THE DAY STATIONERY 1-2 MONTHS BEFORE

On the day stationery plays a huge role in the way our day pans out, aswell as working alongside your venue decor and the whole aesthetic of your day! Welcome signs, seating plans, order of the days, place cards, menus, table numbers - the list goes on, some merely to add some visual aids to your days, and some to allow for guests to know where to go, and what to expect from the day.

It is completey up to you as the couple to decide which on the day stationery is important to you, the stationery can match your entire wedding stationery suite to keep your theme consistent!

On the day stationery should be ordered no later than 1 month before the wedding, this allows for any changes to the guest list or menus etc, but also leaves enough time to receive your stationery before the big day!

SEND OUT INVITES FOR PRE-WEDDING EVENTS 1-2 MONTHS BEFORE EVENT

Having that party hen-do, a simple spa day and afternoon tea, or stag-do paintballing for the day and then drinks in the evenings - whatever your pre-wedding plans are make sure you send out any invites 1-2 months before the event depending on the day (or days) and timings to allow people to book it off work, if needed.

SEND OUT THANK YOU CARDS 1-3 MONTHS AFTER

Thank you cards should ideally be sent 1-3 months after the big day, but if your not wanting to use your photographs on the card, then they can be ordered at the same time as the rest of your stationery suite, this way they can be posted out asap after your big day or your honeymoon!

ORDER PROCESS

Whether you are interested in an entire bespoke wedding stationery suite, or want a design from one of the House Collection designs, the process is very similar! The only differences are how long the design process takes and the price:

- Bespoke takes roughly 6-8 weeks depending on the design & finishing touches chosen. Bespoke designs have a design fee of £95 plus price per item.
 - House Collection takes 3-5 weeks, again depending on finishing touches chosen. House Collections have a design fee of £40 plus price per item.
- (There is also a rush order option - please contact me if you need stationery quicker!)



01 GETTING STARTED

If you are interested in booking me to design any or all of your bespoke wedding stationery then fill out the online enquiry form on my website or give me a message or email (rebecca@cosmiclore.co.uk). Please give as much information as you can as this really helps me to understand what you are looking for. They really help with the initial direction of your design.

02 LET'S TALK

After I have received your request for a quote and your information, I will set up an initial 10 - 20 minute phone call to discuss in more detail what you are looking for, and when the deadline for completion is. I will then get your quote ready and sent to you within 3 working days.

03 PRICING

Each bespoke job I quote for is different, this is because all couples and every wedding are completely unique! Our bespoke design fee is £95, this is a one time fee that covers the design for your stationery. You then pay per item for printing & any extras. The price list can be found on my website, or message me and I can give you it.

After we have agreed to any and all details and you have agreed to the quote, I will send you the non-refundable booking fee invoice. Once this has been paid I will get started designing your beautiful bespoke stationery!

04 DESIGN PROCESS

With everything taken from our consultation I will get to work on designing your dream wedding stationery! I aim to send initial proofs around 2-3 weeks after receiving your booking fee. If you see any errors or have any changes, this is the time to let me know!

I will continue to work on your stationery designs until you are 100% happy with them!

05 GOING TO PRINT

Once you are 100% happy with your designs, you will be asked to sign them off for printing. Please make sure that you carefully check over everything, as once they have been sent to print any spelling, grammar or design mistakes can't be rectified - unless you are willing to cover the printing costs for new stationery to be printed.

Once the designs have been signed off I will send you the invoice for the remaining balance, once that has been paid in full your designs will be sent to print.

06 NEXT STEP

After your guests have received any before the day stationery, you may decide to continue your bespoke theme into on the day stationery. If you are interested in any of these we can include them with your initial quote and order, or you can contact me and I can give you a separate quote for the on the day stationery, as well as any thank you cards for your guests after the big day!

PAPER TYPES

When deciding on your stationery the type of paper you choose is very important! I generally speak about my standard and luxury options, but I can do other types of paper- below are some examples of the most popular options people choose!



350GSM RECYCLED CARD

← The standard option - This card has a smooth finish, and is made with 100% recycled fibres. This card gives a sharp, defined finish to colours and designs.

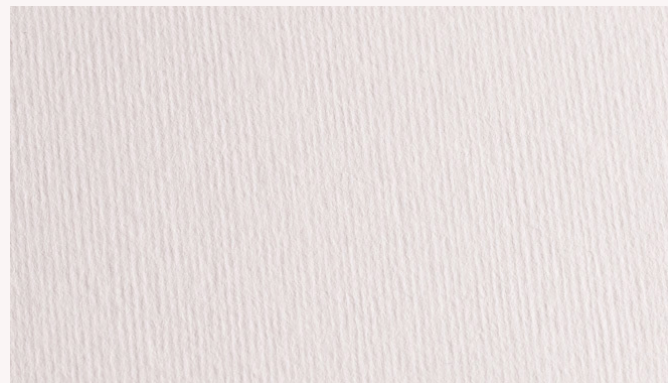


300GSM KRAFT

← Other options - Create a rustic feel with this card, the most-eco friendly option available. Only designs with dark or bright colours work, or there is an extra charge for white ink.

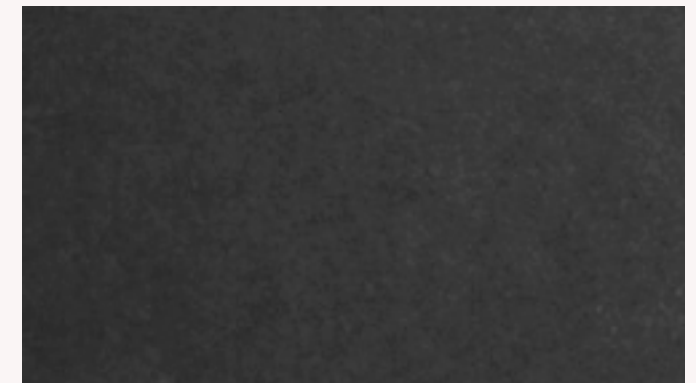
280GSM TEXTURED CARD

→ The luxury option - This card has a luxury textured feel to it, understated simplicity with real elegance that works with all designs!



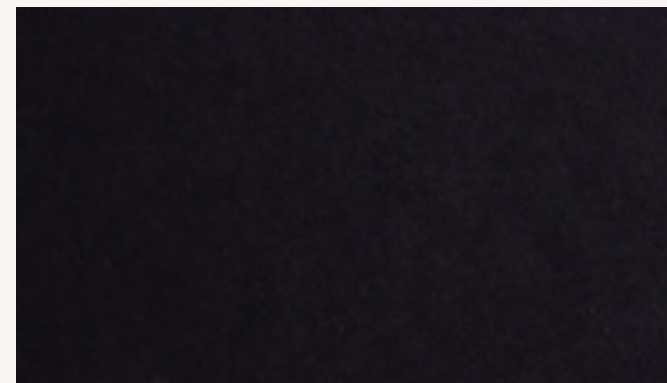
320GSM GREY

→ White ink option - Create a bold, unique design with an industrial feel.



150GSM VELLUM

← Other options - This is a transparent option that works beautifully layered over textured or smooth card and can be foiled to add an extra dimension!

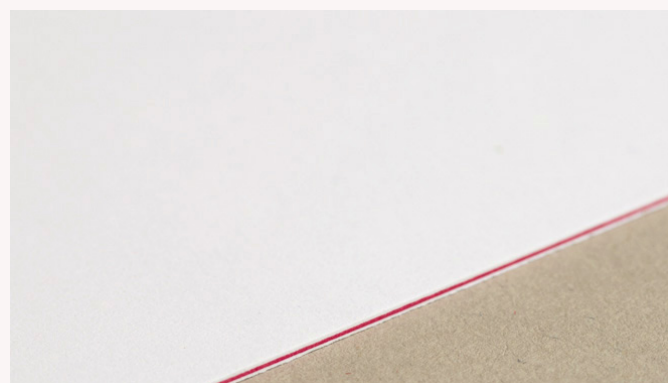


320GSM BLACK

← White ink option - A highly pigmented card that creates a high contrast against white ink. You can create a sophisticated design with this!

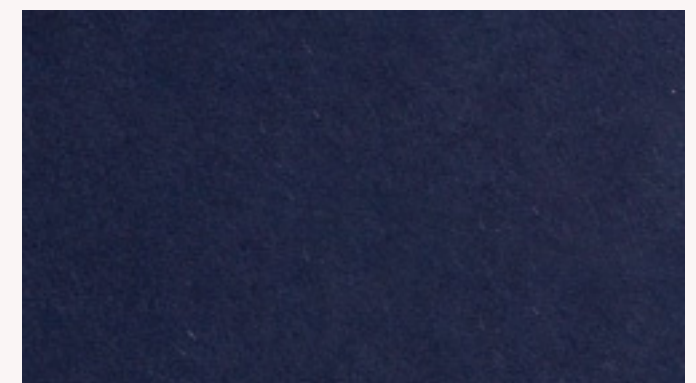
810GSM LUX

→ Other options - Triple layered, uncoated card with a choice of 12 colours to make yours totally unique!



320GSM NAVY

→ White ink option - This card can help to create an elegant feel alongside your navy colour scheme!



PAPER FINISHES

Using different paper finishes allows you to personalise your wedding stationery even more.



WHITE INK

← If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!

FOILING

Digital block foiling are available!
- Digital foiling is the most cost effective options and it is always finished with velvet lamination and can only be on 350gsm silk.
- Block foiling can be done on any paper type.



SPOT UV

← You can highlight elements of your stationery by using spot uv and create some modern elegance!



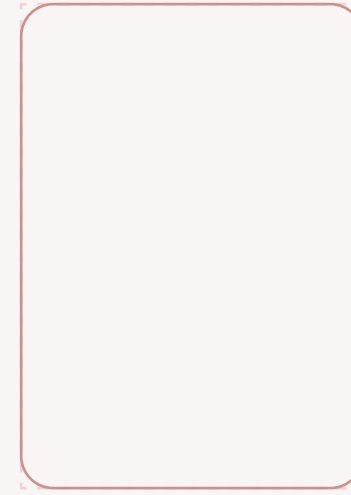
DIE CUTTING

→ Create any paper shape for your wedding stationery suite and create some truly unique designs for your big day!



DIE CUT PAPER

Your wedding stationery suite doesn't have to be standard rectangles! Here are some of the most common shapes that people choose! There are other options for paper shapes that can be designed for you, these include die-cutting into the card, intricate cut out designs and more.



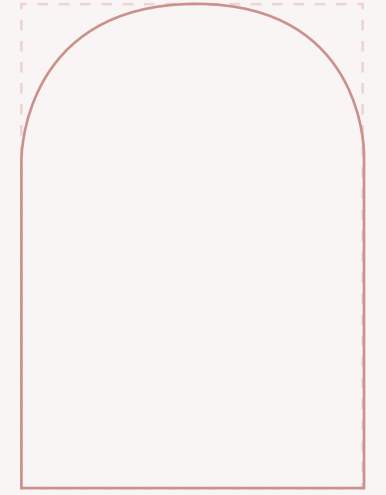
ROUNDED CORNERS

If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!



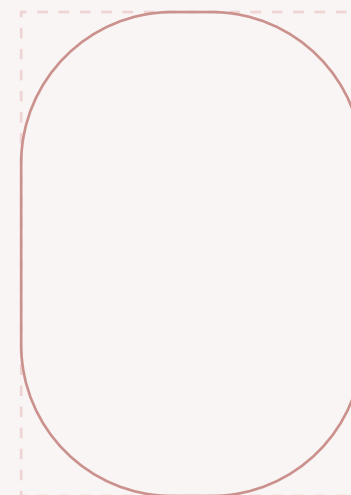
ANGLED CORNER

If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!



ARCH

If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!



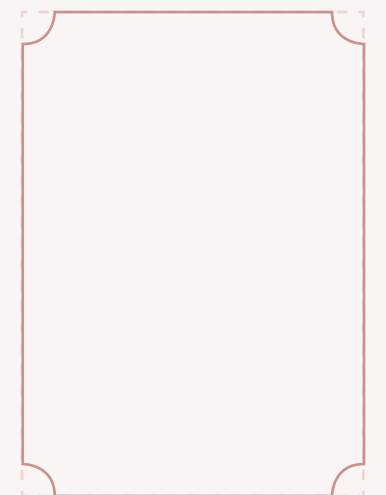
OVAL

If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!



BEVELED CORNERS

If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!



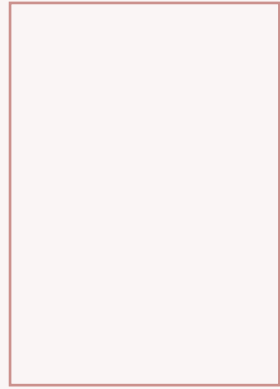
INVERSED CORNERS

If you want your invites to have a coloured background or want something with a strong contrast then white ink the perfect option!

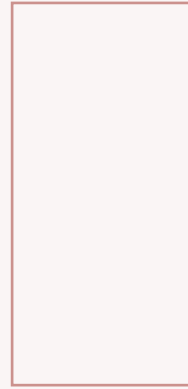
BEFORE THE DAY STATIONERY

SAVE THE DATES

A5
210 x 148mm



DL
210 x 99mm



SQUARE
148 x 148mm



INVITATIONS WITH RSVPs

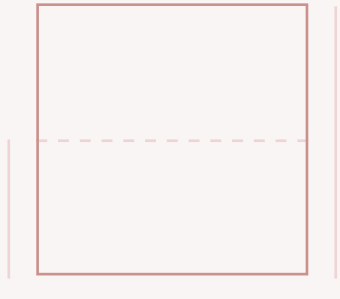
A5 PERFORATED
210 x 148mm
70mm perforation



DL PERFORATED
210 x 99mm
70mm perforation

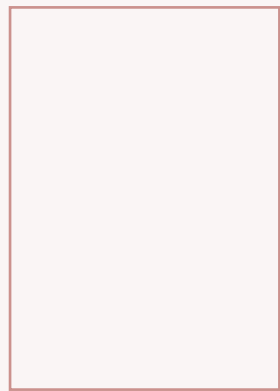


SQUARE PERFORATED
148 x 148mm
74mm perforation



INVITATIONS

A5
210 x 148mm



DL
210 x 99mm



SQUARE
148 x 148mm



RSVPs

5x7
127 x 178mm



A6
148 x 105mm



INFORMATION CARDS

A5
210 x 148mm



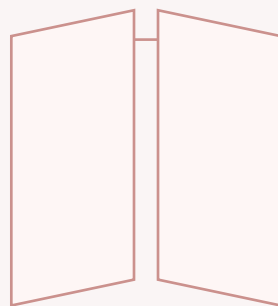
DL
210 x 99mm



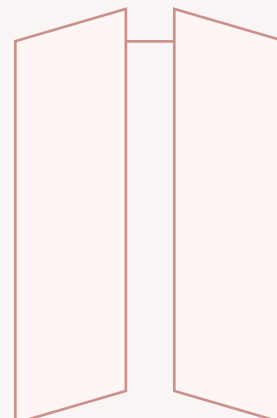
SQUARE
148 x 148mm



SQUARE GATEFOLD
148 x 148mm



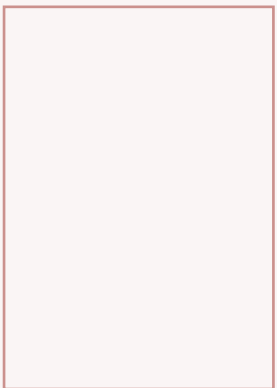
A5 GATEFOLD
148 x 210mm



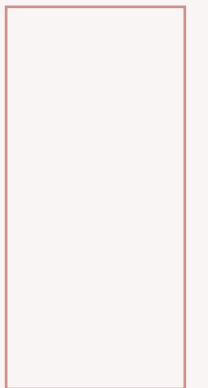
ON THE DAY STATIONERY

MENUS

A5
210 x 148mm



DL
210 x 99mm



SQUARE
148 x 148mm

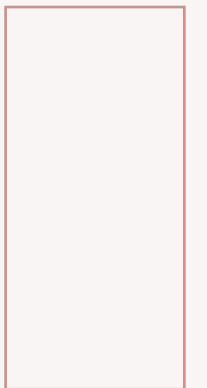


ORDER OF SERVICE CARD

A5
210 x 148mm



DL
210 x 99mm



SQUARE
148 x 148mm

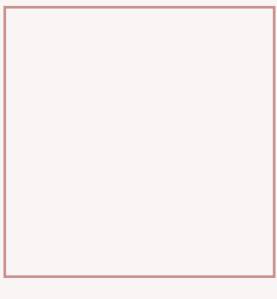
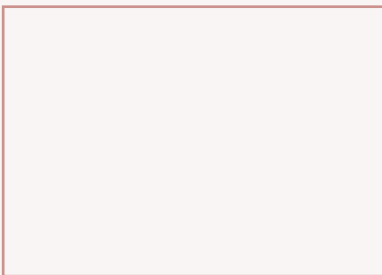
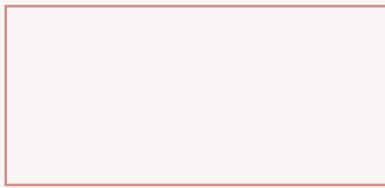


TABLE NUMBERS/NAMES

A5
210 x 148mm



DL
210 x 99mm



SQUARE
148 x 148mm

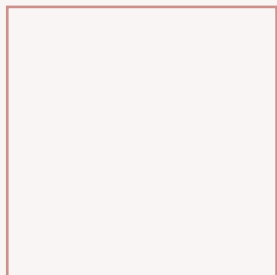
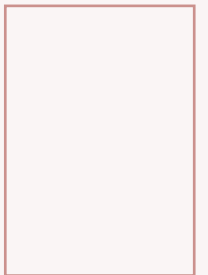
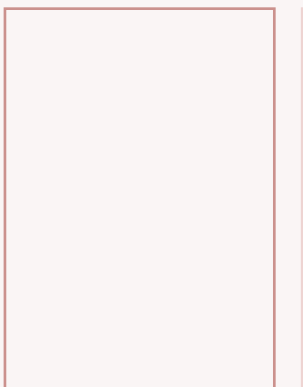


TABLE PLANS & WELCOME SIGN

A2
420 x 594mm

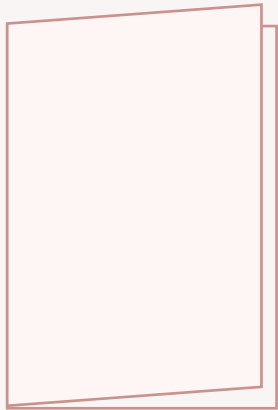


A1
594 x 841mm



ORDER OF SERVICE BOOKLET

FOLDED IN HALF
210 x 297mm



PLACECARD

FOLDED
100 x 40mm



OTHER SIGNAGE

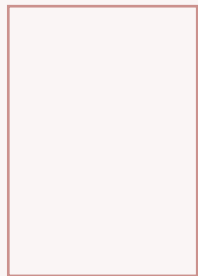
A4
210 x 297mm



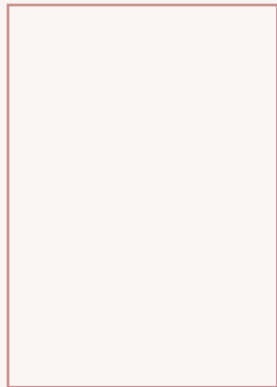
A3
297 x 420mm



A2
420 x 594mm



A1
594 x 841mm

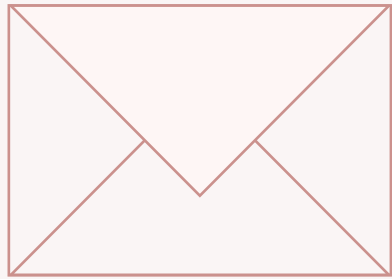


EXTRAS & FINISHING TOUCHES

COLOURED ENVELOPE

Want something a bit more custom to your wedding, you can select envelopes to match your colour scheme!

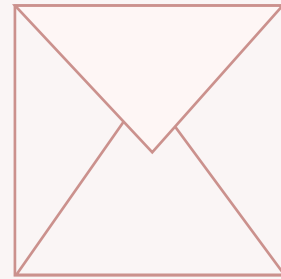
C5 (for A5 card)
100 x 40mm



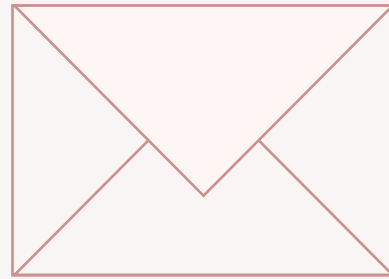
PRINTED ENVELOPE

Create an instant first impression of the aesthetic of your wedding day with printed envelopes! Create a buzz amongst your guests!

SQUARE
148 x 148mm

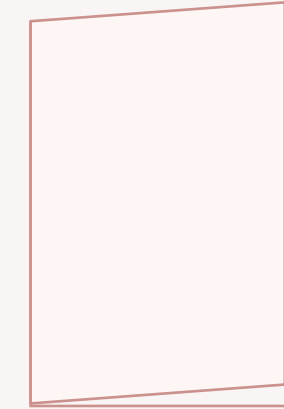


C5 (for A5 card)
100 x 40mm



THANK YOU CARDS

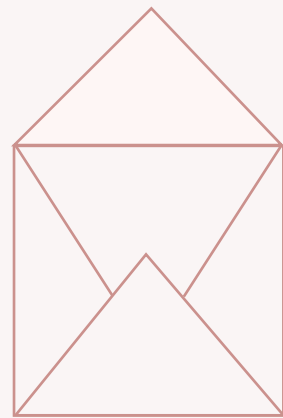
A5
210 x 148mm



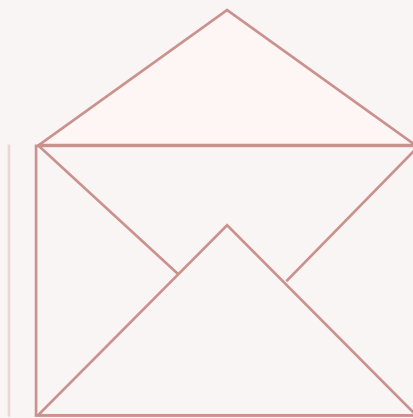
ENVELOPE LINERS

Want a surprise for your guests when they open their invitation - this option is perfect for that! The design can match your stationery suite or be a simple monogram or a fun note to your guests!

FOR SQUARE
148 x 148mm



FOR C5
100 x 40mm



OTHER EXTRAS

BELLY BANDS

There are a few options for belly bands. This includes vellum, smooth card or luxury card. All 3 options can have artwork matching your stationery suite or simple monograms. Or you can choose to have an elegance foiled look!

PRINTED ADDRESS

Don't want to handwrite all of the addresses for your guests? Then this is the option for you! This option can work alongside the printed envelopes and/or liners. However it cannot be done on coloured envelopes.

WAX SEALS

- standard wax seal
- custom wax seal

ASSEMBLY SERVICE

- partial or full assembly service

FOILING

- block foiling
- digital foiling

STICKERS

37mm
available in gloss



51mm
available in gloss & foil



ILLUSTRATIONS

MAP ILLUSTRATION

Custom illustration to show guests directions on invites/information card

VENUE ILLUSTRATION

Custom line drawing or coloured drawing of your venue for invitation or as a keepsake.

PLEASE NOTE

These are all the standard options available. If you require something not shown, or something in a different size this can be created for you!

HOUSE COLLECTIONS

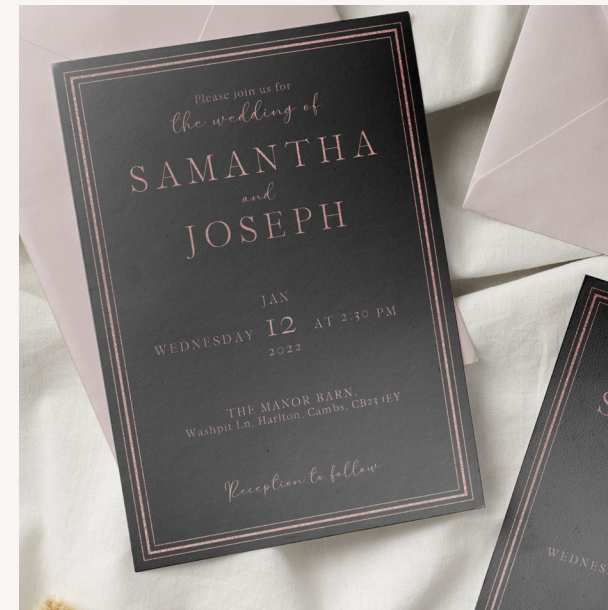
BLOOMIN' LOVELY



FUNKY TYPE



MODERN SLEEK



PURE EDEN



ELEGANT TYPE



GOLDEN LEAF



SIMPLE ELEGANCE



FUNKY TYPE





BEFORE THE DAY STATIONERY

RECYCLED SMOOTH CARD	15-30	31-50	51-80	81+
Save The Date - A5, DL, 148 x 148mm	£2.75	£2.25	£1.50	£1.25
Invitation - A5, DL, 148 x 148mm	£2.75	£2.25	£1.50	£1.25
Gate Folded Invitation - flat A5, 148 x 148mm	£3.75	£3.25	£2.50	£2.25
Invitation with tear off RSVP - A5, DL, 148 x 148mm	£3.25	£2.50	£1.50	£1.50
RSVP card - A6. 5x7	£2.75	£2.25	£1.50	£1.25
Information Card - A5, DL, 148 x 148mm	£2.75	£2.50	£1.50	£1.25

TEXTURED CARD	15-30	31-50	51-80	81+
Save The Date - A5, DL, 148 x 148mm	£3.50	£2.50	£2.00	£1.50
Invitation - A5, DL, 148 x 148mm	£3.50	£2.50	£2.00	£1.50
Gate Folded Invitation - flat A5, 148 x 148mm	£4.75	£4.25	£3.25	£2.25
Invitation with tear off RSVP - A5, DL, 148 x 148mm	£4.25	£3.50	£3.00	£2.50
RSVP card - A6. 5x7	£3.75	£3.25	£2.50	£2.25
Information Card - A5, DL, 148 x 148mm	£3.50	£2.50	£2.00	£1.50

STATIONERY PRICES

Bespoke designs are charged a design fee of £95 plus price per item.
House Collection designs are charged a design fee of £40 plus price per item.
(Plus P&P)

ON THE DAY STATIONERY

RECYCLED SMOOTH CARD	15-30	31-50	51-80	81+
Menu - A5, DL, 148 x 148mm	£2.75	£2.25	£1.50	£1.25
Placecards - folded 100 x 40mm	£2.00	£1.75	£1.50	£1.25
Table name - A5, DL, 148 x 148mm	1-3 £9.00	4-6 £8.00	7-10 £7.50	11+ £7.00
Order of service card - A5, DL, 148 x 148mm	£3.50	£2.50	£2.00	£1.75
Order of service booklet - A4 folded in half	£5.00	£4.50	£4.00	£3.50

TEXTURED CARD	15-30	31-50	51-80	81+
Menu - A5, DL, 148 x 148mm	£3.50	£2.50	£2.00	£1.75
Placecards - folded 100 x 40mm	£3.00	£2.70	£2.50	£2.00
Table name - A5, DL, 148 x 148mm	1-3 £14.00	4-6 £12.00	7-10 £9.50	11+ £8.50
Order of service card - A5, DL, 148 x 148mm	£4.50	£3.50	£3.00	£2.50
Order of service booklet - A4 folded in half	£6.00	£5.50	£5.00	£4.50

SIGNAGE	A4	A3	A2	A1
Table Plan & Welcome Signage	-	-	£43	£48
Miscellaneous Signage	£33	£38	£43	£48

EXTRAS PRICES

EXTRAS	15-30	31-50	51-80	81+
Coloured Envelopes - A5	£2.50	£2.25	£2.00	£1.75
Printed Envelope - smooth A5, 148 x 148mm	£3.00	£2.75	£2.25	£2.00
Printed Envelope - textured A5, 148 x 148mm	£4.00	£3.75	£3.25	£3.00
Envelope Liner - uncoated A5, 148 x 148mm	£2.75	£2.50	£2.25	£2.00
Envelope Liner - textured A5, 148 x 148mm	£3.50	£3.00	£2.75	£2.50
Circle Sticker - 37mm gloss	£2.00	£1.75	£1.50	£1.00
Circle Sticker - 51mm gloss	£2.50	£2.25	£2.00	£1.75
Circle Sticker - 51mm gloss & foiled	£3.50	£3.25	£3.00	£2.75
Thank You Card - A5 smooth card	£3.00	£2.75	£2.50	£2.25
Thank You Card - A5 textured card	£3.50	£3.25	£3.00	£2.75
Vellum Belly Band	£2.25	£2.20	£2.15	£2.10
Custom Belly Band - smooth card	£3.50	£3.25	£3.00	£2.75
Custom Belly Band - textured card	£4.25	£4.00	£3.75	£3.50

350GSM SMOOTH CARD	PRICE PER ONE
Standard Wax Seal - 25 minimum order	£1.50
Custom Wax Seal - 50 minimum order	£2.00
Foiling (price is for digital foiling only)	£2.00
Map Illustration	£150
Venue Illustration	£200
Assembly Service	£1.50



KATIE
and
LIAM

would like to invite you to their wedding on
SATURDAY 12TH MARCH 2022
at 1 o'clock in the afternoon
Barrington Hall, CB22 7RG

If you are interested in booking me to design any or all of your wedding stationery suite then you can contact me via my website - www.cosmiclore.co.uk - or you can email me at: rebecca@cosmiclore.co.uk.