



The Invitations and Favors

Your guests' first introduction to your wedding is the save-the-date card and wedding invitation. Their design can reflect what the feel and theme of your wedding celebration will be. Use this worksheet to record all pertinent information.

STATIONER INFORMATION	
Company name	
Contact name	
Address	
Phone/cell	
Email	Website
Questions to ask	
How long have they been in business?	
Can I see samples of recent wedding stationery packages?	
Do they offer custom design services if I do not wish to choose a design out of a catalog/book? yes no	
If yes, what are the options for paper, typeface and ink based on my theme and budget?	
What are the latest trends I may want to consider when choosing my stationery package?	
Do they offer recycled paper as an option? yes no	
What other printed matter do they offer? (circle items available) seating and place cards menu cards ceremony programs	
maps thank-you notes favors welcome bags	
Can I get a package discount if I order all printed matter at the same time? yes no	
Do they print the pieces in house? yes no	
Which printing process do they recommend for my budget and wedding theme?	
Do they have a minimum order amount? yes no What is this amount?	
How long does the entire process, from design/proofs to final printed products take?	
Do they have an in-house calligrapher available if I wish to have my envelopes addressed? yes no	
Based on the size and weight, how much postage will be required for each invitation?	
Rates	
Detailed breakdown of the total fee/contract details:	
Deposit \$	When is it due?
Balance \$	When is it due?