



Terms & Conditions

1. You are advised to request a sample(s) before placing any order. Samples are charged at £5.00 each and can be ordered through the website, by email or by phone. Charges for samples are fully redeemable against any subsequent order placed (maximum 3 per person).
2. All prices quoted for designs include personalized printed inserts and envelopes where appropriate. Orders of service include one insert. If more than one insert is required, then additional charges shall be incurred and confirmed in writing.
3. All orders must be confirmed with a 25% non-refundable deposit. Production will not be booked until a deposit has been received. I will confirm in writing that your order has been booked in the diary.
4. Proofing will be done by email with only the final set of proofs sent by post. You will be responsible for proof reading and making final checks. You will be required to sign and return these proofs and confirm your final numbers. This is the minimum number that you will be charged for. Any changes to be made after proofs have been signed off may incur a charge.
5. If you decide to use the guest name or envelope address printing service, you will be required to send your lists as a Word Document or Excel Spreadsheet. Perfect Match Designs will print exactly as provided and will not be held responsible for misspellings or incorrect names / addresses supplied. Any reprints due to customer error will be recharged at the full item price.
6. The 75% balance will be required when the order has been completed and your stationery will be despatched when this 75% balance has been paid in full. Delivery to local areas can be made by hand at no cost or collected from me at your convenience. Delivery to all other areas will be charged at £10.00 per delivery. Delivery is normally by courier and will require a signature on delivery.
7. I am pleased to supply last minute extra items as long as reasonably practical but cannot guarantee availability or sufficient extra materials for extra items.
8. Any orders that are cancelled after signed proofs have been returned will have to be cancelled by telephone or in writing. These orders will have to be paid for in full.
9. If materials become discontinued or unavailable, I will advise you of this and suggest alternatives. If these do not meet your requirements and an alternative design cannot be agreed, your 25% deposit will be refunded.
10. Designs that feature small parts and decorations are not suitable for small children.
11. All designs are copyright Perfect Match Designs. You, or any other third party, cannot reproduce any part of the design in any way. You will be responsible for obtaining permission to use any copyrighted materials e.g. music.
12. Please remember that every item of stationery is handmade to order. Variations will occur and this does not mean that items are in any way faulty.
13. Perfect Match Designs will not be held responsible for any damage caused to stationery during posting to guests.
14. Payment can be made via cash, BACS, cheque (made payable to "Christine Findlater") or online with a Debit or Credit via Paypal to sales@perfectmatchdesigns.co.uk