

STATIONERY ORDERING WORKSHEET

(Use this checklist as a guide to creating your complete stationery “wardrobe”. All these elements don’t have to match but should coordinate. Order extra of everything in case your guest list increases or you make a mistake addressing an envelope).

Name of Stationer:	Address:
Telephone:	Contact:
Hours:	Directions:
Appointments:	
Time:	Date:
Time:	Date:
Time:	Date:
Wedding Invitations:	
Description:	Manufacturer:
Style:	Paper:
Paper color:	Typeface:
Ink color:	Printing process:
Tissue paper inserts:	Printed outer envelopes:
Inner envelopes:	Envelope liner:
Number ordered:	Cost:
Reception Cards:	
Description:	Number ordered:
Cost:	
Response Cards: (RSVP)	
Description:	Printed envelopes:
Envelope liner:	Number ordered:
Cost:	