



Contact Info

Name: Address:
Phone: City/Town: Prov.:
Email: Postal Code: Country:

Our travel theme invitations are completely custom design for your event. This form is use to gather all the necessary information and to initiate the design process. There's no set rules or template, and fill-in applicable fields. You are free to create your own unique 'travel package' - for example: passport style for invitation, boarding pass for rsvp; or, luggage tag & travel map. Our designer will contact you to iron out all the details.

Choose Design & Style

Passport Style:
 Travel Sticker Style:
 Boarding Pass Style:
 Luggage Tag Style:
 Your Destination Postcard / Poster
 Other:

Customize it

Colour Scheme:
Paper & Envelope: White Cream Other*:

Please refer to information on our website and tell us your preferences and Likes / Dislikes & Overall design feel that you would like to achieve

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Event Details / Content : (your can also email it to us)

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Internal Use Only

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Order Details

Event:
Location:
Event Date:
Require Date:

Invitation Package

Invitation & Envelope/ Qty:
 RSVP postcard
 Enclosure1
 Enclosure 2
 Other:
 Other:

Mailing return address printed on envelope
 Invitee address printing: on envelope
 Invitee address printing: on clear label
 Invitee address printing: on long decorative label

I am also interested in other matching stationery:

Place Card Table Card
 Thank you card Favour Tag / Sticker
 Seating Chart / Poster Program
 e-Card Menu
 Other:
 Other:
 Other:

I have budgeted \$ for invites, stationery & paper items
Optional: this will help us determine best options for your project.

Thank you for taking the time to complete this order form! We will contact you to to confirm your order within 2 business days. Please kindly contact us if you didn't hear from us after submitting of this form. If you need further assistance or have any question, please feel free to contact us!

Frequently Asked Questions:

Q: How does this work?

A: Use this order form to gather all the necessary information. There are 2 easy ways to place your order: email an order form, call 416.459.2300 to place your order over the telephone. You will receive an email confirmation of your order upon receipt.

Q: Can you create/modify the design base on my vision / idea?

A: Yes, we offer 3 levels of customization services to meet your needs, so don't hesitate to let me know what's on your mind!

Q: Am I obligated to purchase once I submitted this form?

A: No you are not obligated at this point. This form is to gather all the necessary info for your order and all the info obtained is to help us determine price quote and options. You are obligated once you have confirmed the order details and accepted our quote / order contract.

Q: Do I have to order stationery of the day of the event now?

A: By letting us know what you may want to order down the road will help us plan your project better. Your order for the day of items will be on a separated invoice. We recommend starting the design process for the day of stationery 4 - 8 weeks prior to the big day. However, we understand each project has different requirements, therefore we will do our best to accommodate your timeline.

Q: Can I make changes after the final design proof has been approved for production?

A: Let us know right away, we will check if it's possible. We won't be able to make any changes or cancel your order if the printing & production is already in progress. So always, double check, triple check your proof before given your approval for printing.

Q: What if I receive my order with a mistake on it?

A: If your order has problem caused by ko-'ket design, please let us know right away, we will correct our mistake and resolve the problem in a timely manner. If reprinting is required because of an error on your part, please let us know too, we will do our best to provide you a discounted replacement offer.

Q: What are my payment options?

A: We accept Interact e-Transfer, Credit card (via Paypal), Certified cheque or personal cheque*. (*personal cheque may take up to 10 days to clear)

Q: What are my shipping options & estimated shipping cost?

A: We ship via Canada Post Expedited Parcel (most economical) and UPS standard. We can arrange a more speedier or different shipping service at your request. Shipping cost depends on the weight of your order, we will confirm the cost with you before the final invoice.

Any other Questions...

Drop us line or give us a call, we will be happy to answer! Email: info@koketdesign.ca Or Call 416.459.2300

Important!

I. Prices may vary for each project depends on customizing options & specifications and some limitations may apply. We will provide a quote, once we have all the project details.

II. The image's color(s) represented on your computer screen may vary slightly in hue from the actual color(s) on printed products.

III. ko-'ket design shall not incur any liability or penalty for delays in the completion of the project due to actions or negligence of client, unusual transportation delays, or external forces beyond the control of ko-'ket design.

IV. It is agreed that it is the client's responsibility to ensure that there are no spelling or grammatical errors contained in the final proof. It is agreed that ko-'ket design must be promptly notified allowing for necessary corrections. ko-'ket design is not responsible or held liable for any errors contained in the final product after the design proof has been approved and committed to print.