



Wedding Decor Order Forms

Includes table numbers/signs and name placements.
For all other wedding decor items such as welcome signs, cake toppers, etc
please contact us at telliewinks@gmail.com

Do not hesitate to reach out with any questions, we are here and ready to help :)

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Table Signs & Name Placement Reference Sheet

3D Acrylic Table Numbers



Acrylic Other Table Sign



Wood Table Numbers



Engraved Table Numbers



Engraved Other Table Sign



Wood Other Table Sign



Acrylic Name Placements



Wood Name Placements



Cutout Name Placements



Wine Glass Name Placements



Wine Glass Charm Name Placements



Customer & Contact Information

Please email completed form(s) or any questions you have to us at telliewinks@gmail.com, we are ready to help!

You can also reach out over Instagram or Facebook if that is easier for you @Telliewinks

Contact Name: _____

Contact Email(s): _____

Contact Phone Number(s): _____

Couples Names: _____

Wedding/Event Date: _____ Deadline: _____

Notes/Questions/Other Items Needed or Inquiring About:

Payment(s) Order for ASAP Pre-Order Total Price (estimated for pre-orders): \$ _____

Date: _____ Cash E-Transfer Debit Visa/MC* Amount: \$ _____

Date: _____ Cash E-Transfer Debit Visa/MC* Amount: \$ _____

Date: _____ Cash E-Transfer Debit Visa/MC* Amount: \$ _____

Date: _____ Cash E-Transfer Debit Visa/MC* Amount: \$ _____

*25% surcharge added

PAID 2



Payment & Turn Around Time

Payment is required in full when placing an order (with the exception of pre-orders for table numbers & name placements). Payment is accepted via Cash or E-Transfer (to telliewinks@gmail.com)
Visa/Mastercard is accepted with a 2.5% surcharge

Turn around time is approximately 3 weeks for custom made wedding decor. Orders for items such as cake toppers, photo albums and other small gifts are generally ready within a week. It is always best to ask what our current timeline is as it could be shorter or longer based on our current orders.

*Pre-ordering is recommended for table numbers & name placement orders. This ensures your colour of material can be ordered in and ready for when you have confirmation of the number of tables/names, with no possibility of delays in shipping. Pre-orders are orders with more than 2 months notice of your event.

When placing a pre-order, we require:

- 50% non-refundable payment and estimated table count/number of guests upon ordering
- Guest list at minimum 21 days in advance of your deadline
- Final table count & last minute addition of names 7 days before your deadline

If you choose to NOT pre-order, we require your order 21 days in advance of your deadline (unless you get approval from us for a rush order). The table number count and names of guests must be provided upon ordering and the last minute addition of names 7 days before your deadline.

If for any reason the above information is not provided by the timeline stated, we cannot guarantee the items will be ready in time for your event and are not held liable. No refund will be offered in these cases.



Font Choices

1. *Table table 1234567890*
2. *table 1234567890*
3. *Jable table 1234567890*
4. *Table table 1234567890*
5. *Table table 1234567890*
6. *Table table 1234567890*
7. *Table table 1234567890*
8. *Table table 1234567890*
9. *Table table 1234567890*
10. ***Table table 1234567890***
11. *Table table 1234567890*
12. *Table table 1234567890*
13. *Bride Groom* (no numbers - choose separate font)
14. *Table table 1234567890*
15. *Table table 1234567890*
16. *Table table 1234567890*
17. ***Table table 1234567890***
18. ***Table table 1234567890***
19. ***Table table 1234567890***
20. *Jable table 1234567890*
21. **TABLE 1234567890**
22. **TABLE table 1234567890**
23. **TABLE table 1234567890**
24. **TABLE table 1234567890**
25. **TABLE 1234567890**
26. **TABLE table 1234567890**
27. **TABLE** (no numbers - choose separate font)
28. **TABLE TABLE 1234567890**
29. **TABLE table 1234567890**
30. **TABLE 1234567890**

If you are ordering 3D name placements:

- You CANNOT use the following font #'s: 3, 4, 6, 27
- The text for 3D names may be thickened and letters connected/dots of i's attached so they can be created without breaking.
- The non-script fonts will have a line added underneath to hold the letters together

Examples: *Bride Groom* **Bride Groom** **BRIDE GROOM**

If there is an alternate font you want to use, please message us with the font name to see if we can accommodate that
If you would like a larger sample size of a font, please message us



Acrylic Colour Options

The back of mirrored acrylic is grey. All other colours are double sided: glossy & matte

More colours, patterns, marbles & glitter colours are available, please message us to inquire.

							If you choose to engrave, these are the only colour choices on this chart				
Clear	Mirror Gold	Mirror Silver	Mirror Black	Mirror Bronze	Mirror Rose	Mirror Pink		Black	Charcoal		
Frosted	Frosted Ice	Frosted Black	Frosted Smoky	Frosted Sangria	Frosted Mossy	Frosted Olive	Frosted Pink	Frosted Blue	Frosted Red	Lace	White
Vanilla	Cotton	Alabaster	Sand	Oat	Desert	Pashmina	Espresso	Milk Tea	Chocolate	Caramel	Toffee
Porcelain	Peach	Blush	Light Pink	Ballerina	Peony	Ash Rose	Rosewood	Mauve	Heirloom	Rosebud	
Rose	Coral	Watermelon	Flamingo	Capri	Cerise	Berry	Cherry	Scarlet	Merlot	Mahogany	
Fuchsia	Lavender	Orchid	Grape	Sugar Plum	Eggplant	Seafoam	Eucalyptus	Mint	Turquoise	Deep Teal	
Tea	Sage	Olive	Honeydew	Avocado	Apple	Lime	Emerald	Grassy	Forest	Ivy	Spruce
Glacial	Powder	Baby Blue	Cerulean	Jade	Cobalt	Cornflower	Mediterranean	Indigo	French	Navy	
Banana	Lemon	Sunflower	Bumblebee	Mango	Sherbert	Cantaloupe	Papaya	Pumpkin	Terracotta	Rusty	Ochre
					*Marble colours are glossy only *Pearl & Blush Marble: one side has sparkles, the other does not						
Carrara Marble	White Marble	Celestial Marble	Pearl Marble	Blush Marble							

*Colours may not be exactly as shown in person vs the screen. We have physical samples of all colours available to see if you are local to us in Winnipeg, MB (Canada) We can also send a photo of the physical sample if you want to see it.

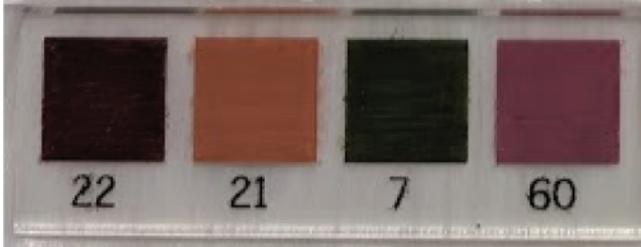


Paint Colours Swatches for Engraved Text/Design with Paint Added



*COLOUR MAY VARY SLIGHTLY BASED ON LIGHTING AND MATERIAL IT IS APPLIED TO

TELLIEWINKS OPTIONS SHEET



Additional Colours available upon request



Text for Other Table Signs

You can include the text only (with optional clip art image)
or draw a rough design with the layout you want

Example:

Sign #1: Polaroid Guestbook
Snap it & Sign it
with an image of a camera

Completed
Mockup:





3D Acrylic Table Number Order Sheet

Shape & Price /each

QTY:

*Most signs are approx. 5" wide x 7" tall.
Short signs are approx. 6" wide x 5" tall

<input type="checkbox"/> #1 \$16.00	<input type="checkbox"/> #2 \$18.00	<input type="checkbox"/> #3 \$16.00	<input type="checkbox"/> #4 \$16.00	<input type="checkbox"/> #5 \$16.00	<input type="checkbox"/> #6 \$16.00
<input type="checkbox"/> #7 \$16.00	<input type="checkbox"/> #8 \$16.00	<input type="checkbox"/> #9 \$16.00	<input type="checkbox"/> #10 \$17.00	<input type="checkbox"/> #11 \$16.00	<input type="checkbox"/> #12vv \$16.00

Background Colour _____ Glossy Matte
 Shape #2 Accent Piece Colour _____ Glossy Matte

Base Colour Clear Match to Background

Number Colour _____ Glossy Matte

Number Font # _____

Number Position Centered Bottom Right Other: _____

*Shape #5, 9 & 10 position is as shown in sample shapes above

"Table" text (optional upgrade) No "table" text
 Engraved text w/Paint (additional \$1 per sign) Colour #: _____
 3D text (additional \$2 per sign) Colour: _____
 Glossy Matte

"Table" font # _____ "Table" capitalization: table Table TABLE

"Table" placement centered curved on edge of arch other: _____



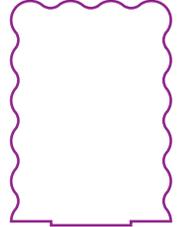
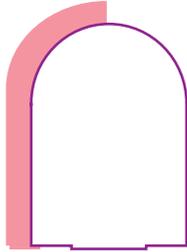
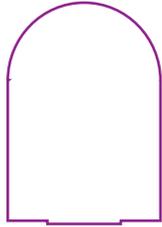
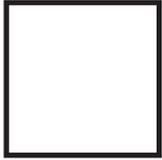
Acrylic Table Sign Order Sheet

(Open Bar Sign, Cards & Gifts, etc)

Shape & Price /each

- #1
\$18.00
- #2
\$20.00
- #3
\$18.00
- #4
\$18.00
- #5
\$18.00
- #6
\$18.00
- #7
\$18.00

QTY:

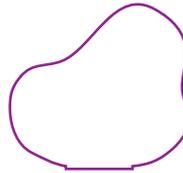


*Most signs are approx. 5" wide x 7" tall (oversized approx 6" x 8.5"). Short signs are approx. 6" wide x 5" tall (oversized approx 7" x 6")

Oversized signs are available for \$2 more per sign. Custom sizes are available as well, prices provided upon request.

Oversize? Yes No
 Custom: _____

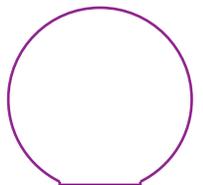
#8
\$18.00



#9
\$18.00



#10
\$18.00



Background Colour _____ Glossy Matte

Shape #2 Accent Piece Colour _____ Glossy Matte

Base Colour Clear Match to Background

Text Colour(s) Paint (see paint colour chart) Colour # _____
 Removeable Vinyl (additional \$3/sign) Black White Cream Chrome Gold
 Multiple Colours Title Text _____ Smaller Text _____ Image _____

Text Font(s) Everything the Same # _____
 Multiple Fonts Title Text # _____ Smaller Text # _____

Layout for Signs

- Telliewinks to Design
- Customer to Design
- Mockup Requested

- I can create the layout myself with the option to see a mock-up before making them, or you can use the next sheet to design them yourself/use scrap paper.
 - You can have larger text for the title, with the addition of smaller text for details or for a "thank you". The font & colours can be different for each or all the same.
 - You can also add a clip art style image to your sign (ex: a camera icon for your Polaroid guest book sign)

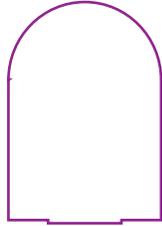


Engraved (Clear & Mirror) Table Number Order Sheet

Shape & Price /each

QTY:

#1
\$14.00



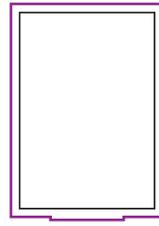
#2
\$15.00



#3
\$14.00



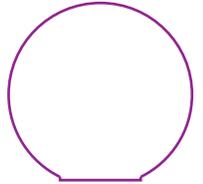
#4
\$15.00



#5
\$15.00



#6
\$14.00

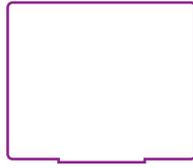


*Most signs are approx. 5" wide x 7" tall.
Short signs are approx. 6" wide x 5" tall

#7
\$14.00



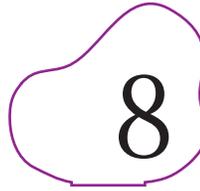
#8
\$14.00



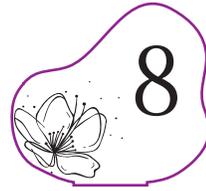
#9
\$15.00



#10
\$14.00



#11
\$15.00



#12
\$15.00



Background Colour

- Clear
- Mirror Gold
- Mirror Silver
- Mirror Black
- Mirror Bronze
- Mirror Rose Gold
- Mirror Pink
- Other Mirror: _____

Base Colour

- Clear
- Match to Background

Text/Design Colour(s)

- Engrave Only
- Paint (additional \$2/sign)

*Available on Clear only

Number # _____ Design # _____

Number Font

_____ #1, 3, 4, 6, 7 & 8 you have the option of numbers (ie: 2) or words (ie: two)
 Numbers Words

Number Position

- Centered
- Bottom Right
- Other: _____

*Shape #2, 5, 9, 10, 11 & 12 position is as shown in sample shapes above

"Table" text (optional)

- No "table" text
- Engraved text
- Engraved w/Paint Added (Clear Only)

*Shape #5, 10 & 11 text is NOT available

(additional \$1 per sign) Colour # _____

"Table" font # _____

"Table" capitalization: table Table TABLE

"Table" placement centered curved on edge of arch other: _____

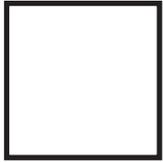


Engraved (Clear & Mirror) Other Table Sign Order Sheet

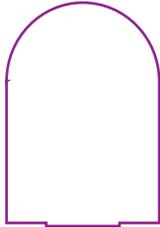
(Open Bar Sign, Cards & Gifts, etc)

Shape & Price /each

QTY:



#1
\$16.00



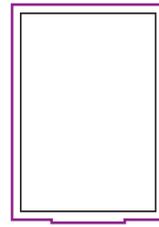
#2
\$16.00



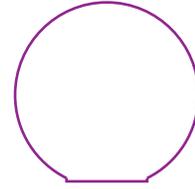
#3
\$16.00



#4
\$16.00



#6
\$16.00



#7
\$176.00



*Most signs are approx. 5" wide x 7" tall (oversized approx 6" x 8.5").
Short signs are approx. 6" wide x 5" tall (oversized approx 7" x 6")

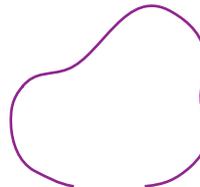
#8
\$16.00



#9
\$16.00



#10
\$16.00



#11
\$16.00



#12
\$16.00



Oversized signs are available for \$2 more per sign.
Custom sizes are available as well, prices provided upon request.

Oversize? Yes No
 Custom: _____

Background Colour

- Clear
- Mirror Gold
- Mirror Silver
- Mirror Black
- Mirror Bronze
- Mirror Rose Gold
- Mirror Pink
- Other Mirror: _____

Base Colour

- Clear
- Match to Background

Text Colour(s)

- Engrave Only
- Paint (additional \$2/sign) Colour # _____

*Available on Clear only

- Removeable Vinyl (additional \$3/sign)
- Black
- White
- Cream
- Chrome Gold
- Multiple Colours
- Title Text _____
- Smaller Text _____
- Image _____

Text Font(s)

- Everything the Same # _____
- Multiple Fonts
- Title Text # _____
- Smaller Text # _____

Layout for Signs

- TellieWinks to Design
- Customer to Design
- Mockup Requested

- I can create the layout myself with the option to see a mock-up before making them, or you can use the next sheet to design them yourself/use scrap paper

- You can have larger text for the title, with the addition of smaller text for details or for a "thank you". The font & colours can be different for each or all the same

- You can also add a clip art style image to your sign (ex: a camera icon for your Polaroid guest book sign)



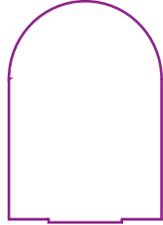
Wood Table Number Order Sheet

Shape & Price /each

QTY:

#1

\$12.00



#2

\$12.00



#3

\$12.00



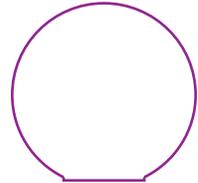
#4

\$12.00



#5

\$12.00



*Most signs are approx. 5" wide x 7" tall.
Short signs are approx. 6" wide x 5" tall

#6

\$14.00



#7

\$14.00



#8

\$14.00



#6, 7 & 8 available to engrave only
3D Number n/a

Wood Type/Colour

- Aspen (light)
- Birch (medium)
- Walnut (dark)



Base Colour

- Clear
- Match to Background

Number Style

- Engrave
 - 3D Acrylic Colour: _____
 - Glossy
 - Matte
- (additional \$2 per sign)

Number Font

- # _____ #1, 2, 3, 4 & 5 you have the option of numbers (ie: 2) or words (ie: two)
- Numbers
 - Words

Number Position

- Centered
- Bottom Right
- Other: _____

*Shape #6, 7 & 8 position is as shown in sample shapes above

"Table" text (optional)

- No "table" text
- Engraved text
- 3D acrylic text (additional \$2 per sign) Colour: _____
- Glossy
- Matte

"Table" font #

"Table" capitalization:

- table
- Table
- TABLE

"Table" placement

- centered
- curved on edge of arch
- other: _____



Wood Other Table Signs Order Sheet

(Open Bar Sign, Cards & Gifts, etc)

Shape & Price /each

#1
\$14.00

#2
\$14.00

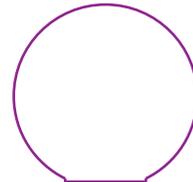
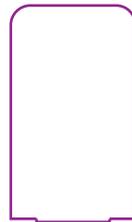
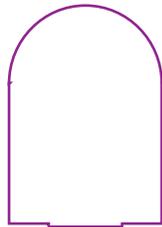
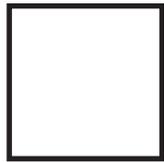
#3
\$14.00

#4
\$14.00

#5
\$14.00

#6
\$14.00

QTY:



*Most signs are approx. 5" wide x 7" tall (oversized approx 6" x 8.5").
Short signs are approx. 6" wide x 5" tall (oversized approx 7" x 6")

Oversized signs are available for \$2 more per sign.
Custom sizes are available as well, prices provided upon request.

Oversize? Yes No Custom: _____

#7
\$14.00

#8
\$14.00



Wood Type/Colour Aspen (light)
 Birch (medium)
 Walnut (dark)



Text Font(s) Everything the Same # _____
 Multiple Fonts Title Text # _____ Smaller Text # _____

Layout for Signs

I can create the layout myself with the option to see a mock-up before making them, or you can use the next sheet to design them yourself/use scrap paper

- TellieWinks to Design
- Customer to Design
- Mockup Requested

You can have larger text for the title, with the addition of smaller text for details or for a "thank you". The font & colours can be different for each or all the same

You can also add a clip art style image to your sign (ex: a camera icon for your Polaroid guest book sign)



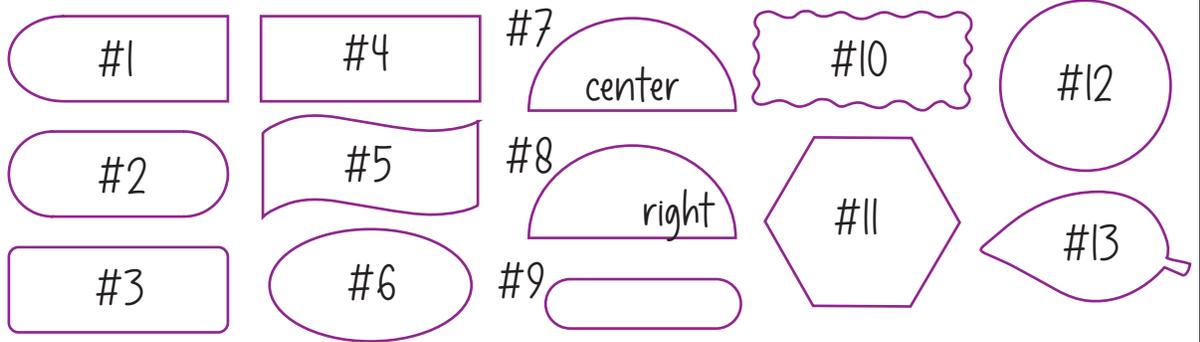
Name Placement Order Sheet

Shape # _____

APPROX. QTY:

FINAL COUNT:

- 3D Name on Acrylic \$4.50
- Engraved on Clear/Mirror Acrylic \$3.50
- Vinyl Sticker on Acrylic \$4.00
- 3D Name on Wood \$4.00
- Engraved on Wood \$3.00



#14 Additional \$1.00 to the price at the top

Ribbon Colour: _____

Add outline to #1, 2, 3, 4, 6, 11 & 12 Additional \$0.50 each

*Engraved acrylic only

- Most name placements are 4.5" wide x 1.75" high
- Round names are approx 3.5" in diameter
- Cutout names are approx 4" wide x 2" high based on the font used

telliewinks@gmail.com

Chiffon Ribbon Colour Options (Inquire for more colours if needed)



- Engraved on Clear/Mirror Acrylic \$4.00
- Engraved on Wood \$3.50



- Acrylic \$3.00 #17 (Cutout Name)
 - Birch Wood (medium) \$2.00
 - Walnut Wood (dark) \$2.00
- Bride

Base Colour _____

- Glossy
- Matte

OR

- Aspen (light)
- Birch (medium)
- Walnut (dark)



Name Colour *for 3D Name only _____ Glossy Matte

Name Font # _____

Names List the names & corresponding table numbers in email/message (so that I can copy the names exactly as written and not create any typos) **Be sure to check spelling 14



Wine Glass Placement/Charm Order Sheet

APPROX. QTY:

FINAL COUNT:

Wine Glass Placement (on rim) Clear \$2.00 Mirror Acrylic \$2.50

<input type="checkbox"/> #1 	<input type="checkbox"/> #2 	<input type="checkbox"/> #3 	<input type="checkbox"/> #4 	<input type="checkbox"/> #5 	<input type="checkbox"/> #6 	<input type="checkbox"/> #7
<input type="checkbox"/> #8 	<input type="checkbox"/> #9 	<input type="checkbox"/> #10 	<input type="checkbox"/> #11 	<input type="checkbox"/> #12 	<input type="checkbox"/> #13 	<input type="checkbox"/> #14

- Both types of wine glass placements are 1.75" in diameter

Wine Glass Charm (on base) Clear \$2.00 Mirror Acrylic \$2.50

<input type="checkbox"/> #1 	<input type="checkbox"/> #2 	<input type="checkbox"/> #3 	<input type="checkbox"/> #4
---------------------------------	---------------------------------	---------------------------------	---------------------------------

Background Colour Clear Mirror Gold Mirror Silver Mirror Black Mirror Bronze
 Mirror Rose Gold Mirror Pink Other Mirror: _____

Ring Colour *for wine glass charm only Gold Silver Rose Gold



Text Font(s) First Name # _____ Last Name # _____ Table Number # _____

Names List the names & corresponding table numbers in email/message (so that I can copy the names exactly as written and not create any typos) **Be sure to check spelling



Blank Sign & Name Placement Order Sheet

(Acrylic Only, if you want to DIY)

TABLE SIGNS

Shape & Price /each	#1	#2	#3	#4	#5	#6
Write QTY in boxes	<input type="checkbox"/> 5" w x 7" h \$10.00	<input type="checkbox"/> 5" w x 7" h \$10.00	<input type="checkbox"/> 5" w x 7" h \$10.00	<input type="checkbox"/> 4" w x 7" h \$10.00	<input type="checkbox"/> 6" w x 5" h \$10.00	<input type="checkbox"/> 6.25" wide \$13.00
	<input type="checkbox"/> 6" w x 8.6" h \$12.00	<input type="checkbox"/> 6" w x 8.5" h \$12.00	<input type="checkbox"/> 6" w x 8.5" h \$12.00	<input type="checkbox"/> 4.8" w x 8.5" h \$12.00	<input type="checkbox"/> 7" w x 5.9" h \$12.00	<input type="checkbox"/> 7.5" wide \$15.00

Background Colour _____ Glossy Matte
**All marble colours are \$2.00 more per sign*

Base Colour Clear Match to Background No Base (flat bottom sign) *Less \$2.00/piece*

NAME PLACEMENTS

Shape # _____	\$2.00/each			\$2.50/each								
QTY _____	<input type="checkbox"/> #1	<input type="checkbox"/> #2	<input type="checkbox"/> #3	<input type="checkbox"/> #4	<input type="checkbox"/> #5	<input type="checkbox"/> #6	<input type="checkbox"/> #7	<input type="checkbox"/> #8	<input type="checkbox"/> #9	<input type="checkbox"/> #10	<input type="checkbox"/> #11	<input type="checkbox"/> #12

- Most placements are 4.5" w x 1.75" h
 - Round shapes are 3.5" in diameter

*Exact measurements can be provided if needed / ribbon is NOT provided for #4

Background Colour _____ Glossy Matte

**All marble colours are \$0.25 more per name placement*

*Custom shapes and sizes for signs & names are available as well as other patterned and specialty acrylic. Please contact us to inquire about options and pricing