

Wedding stationery template instructions

All templates use A4 sheets of paper. If cutting is required, this should be done **after** the inserts have been printed. Trimming instructions are stated in the tables below next to the relevant template.

1. Download one of our free printable wedding stationery templates and save to your desktop.
2. Replace text or spaces (or ‘-’) with your own text.
3. Check whether the template is single or double sided. Set your printer to print to both sides for double sided templates.
4. Print one copy as a test. Check that all text is aligned and printed correctly. Trim paper as per the instructions.
5. If you are happy with the result, save the document and print off the required numbers of copies.

NB. Our templates have been created using example wording and font. Inserting extra lines or changing the font may mean you’ll have to re-arrange wording or trim different amounts from the top, bottom or side.

Our printable wedding stationery templates have been created to help our nofreetime users. If you experience any problems with these templates - please email us at enquiries@nofreetime.com so that we can resolve them.

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Wedding invitations

Insert template	Size	No of inserts per A4 sheet	Single or double sided	Instructions once printed
A5 insert (folded)	140mm (w) x 200mm (h) when folded	1	Single	Fold paper in half; trim 10mm from the bottom and 8mm from the right hand edge.
A5 insert (flat)	140mm (w) x 200mm(h)	2	Single	Trim 17mm from the right hand edge and 10mm from the bottom. Cut the remaining paper in half to form two sheets.
A6 insert (folded)	100mm(w) x 140mm (h) when folded	2	Single	Fold vertically; trim 5mm from right hand edge and 17mm from the bottom.
A6 insert (flat)	95mm(w) x 140mm (h)	4	Single	Trim 17mm from the bottom, 10mm from left and right hand edges. Cut the remaining paper into four to create four sheets.
A4 scroll	210mm (w) x 297mm (h)	1	Double	Place on table with text facing up. Roll from the bottom. Finished scroll should display ‘wedding invitation.’
DL insert (flat)	90mm (w) x 200mm (h)	3	Single	Trim 17mm from right hand edge and 10mm from the top. Cut the remaining paper in three.
DL insert (folded)	90mm (w) x 200mm (h) when folded	2	Single	Trim 120mm from the right hand edge and 10mm from the top. Fold the remaining sheet in half to create your insert.

Menu

Insert template	Size	No of inserts per A4 sheet	Single or double sided	Instructions once printed
A5 insert (flat)	140mm (w) x 200mm (h)	2	Single	Trim 17mm from the right hand edge and 10mm from the bottom. Cut the remaining sheet in half.
A5 insert (folded)	140mm (w) x 200mm (h) when folded	1	Single	Fold paper in half; trim 10mm from the bottom and 8mm from the right hand edge.
A5 insert with cover (folded)	140mm (w) x 200mm (h) when folded	1	Double	Fold paper in half; trim 10mm from the bottom and 8mm from the right hand edge.
A6 insert (flat)	95mm (w) x 140mm (h)	4	Single	Trim 17mm from the bottom and 10mm from the left and right hand edges. Cut the remaining sheet into four.
A6 insert (folded)	100mm (w) x 140mm (h) when folded	2	Single	Fold vertically; trim 5mm from the right hand edge and 17mm from the bottom. Cut in half to create two inserts.
A6 insert (with cover)	100mm (w) x 140mm (h) when folded	2	Double	Fold vertically; trim 5mm from the right hand edge and 17mm from the bottom. Cut in half to create two inserts.
DL insert (flat)	90mm (w) x 200mm (h)	3	Single	Trim 17mm from the right hand edge and 10mm from the bottom. Cut the remaining sheet into three.
DL insert (folded)	89mm (w) x 200mm (h) when folded	1	Single	Trim 120mm from the right hand side and 10mm from the bottom. Fold sheet vertically in half to create insert.
DL insert with cover (folded)	89mm (w) x 200mm (h) when folded	1	Double	Trim 120mm from the right hand side and 10mm from the bottom. Fold sheet vertically in half to create insert.
DL three sided stand up	90mm (w) x 200mm (h) per side	1	Single	Print onto thin card (or stick A4 paper onto card after printing). Make a fold 17mm in from the right hand edge. Fold the remaining sheet into three sides of 90mm wide. Glue along the 17mm fold and stick to the back of one side to create a three sided stand up.

Order of service

Insert template	Size	No of inserts per A4 sheet	Single or double sided	Instructions once printed
A5 insert (folded)	140mm (w) x 200mm (h) when folded	1	Double	Fold in half; trim 8mm from right hand edge and 5mm from the top and bottom.
A4 scroll - long hymn	210mm (w) x 297mm (h)	1	Double	Place on table with ceremony details facing upwards. Roll from bottom up. Scroll should display 'order of service' (short) or 'order of service for the marriage of....' (long).
A4 scroll - short hymn	210mm (w) x 297mm (h)	1	Double	

Order of the day

Insert template	Size	No of inserts per A4 sheet	Single or double sided	Instructions once printed
A5 insert (flat)	140mm (w) x 200mm (h)	1	Single	Trim 17mm from the right hand edge and 10mm from the bottom. Cut the remaining sheet in half.
A5 insert with cover (folded)	140mm (w) x 200mm (h) when folded	1	Double	Fold in half; trim 10mm off the top and 8mm off the right hand edge.
A5 insert with cover and ceremony details (folded)	140mm (w) x 200mm (h) when folded	1	Double	Fold in half; trim 5mm off the top and bottom and 8mm off the right hand edge.
A5 insert with ceremony details (folded)	140mm (w) x 200mm (h) when folded	1	Single	Fold in half; trim 5mm off the top and bottom and 8mm off the right hand edge.
A6 insert (flat)	95mm (w) x 140mm (h)	4	Single	Trim 17mm from the bottom and 10mm from the left and right side. Cut the remaining sheet into four.
A6 insert (folded)	100mm (w) x 140mm (h) when folded	2	Single	Fold vertically in half; trim 5mm off the right hand side and 17mm from the bottom. Cut in half to create two inserts.
A6 insert with cover (folded)	100mm (w) x 140mm (h) when folded	2	Double	
A6 insert with cover and ceremony details (folded)	100mm (w) x 140mm (h) when folded	2	Double	
A6 insert with ceremony details (folded)	100mm (w) x 140mm (h) when folded	2	Single	
DL insert (flat)	90mm (w) x 200mm (h)	3	Single	Trim 17mm from right hand edge and 10mm from bottom. Cut remaining sheet into three.
DL insert (folded)	89mm (w) x 200mm (h) when folded	1	Single	Trim 120mm from the right hand edge and 10mm from the bottom. Fold remaining sheet in half to create insert.
DL insert with cover (folded)	89mm (w) x 200mm (h) when folded	1	Single	Trim 120mm from the right hand edge and 10mm from the bottom. Fold remaining sheet in half to create insert.
DL insert with cover and ceremony details (folded)	89mm (w) x 200mm (h) when folded	1	Single	Trim 120mm from the right hand edge and 10mm from the bottom. Fold remaining sheet in half to create insert.