

Contact Information

ORDERED BY: (Use street address for FedEx delivery.)

Name _____

Street _____ Apt./Suite _____

City _____ State _____ ZIP _____

WEDDING DATE: _____ (very important)

In case we have questions about your order, please provide:

Daytime Phone (_____) _____

Evening Phone (_____) _____

E-mail _____

SHIP TO: (If different from Ordered By.)

Use street address for FedEx delivery.)

Name _____

c/o _____

Street _____ Apt./Suite _____

City _____ State _____ ZIP _____

Sample Order Form

Item #	Item Description	Color	Monogram Style / Size	Qty.	Price Ea. Item	Total
I64-0000	Pewter Tankard	n/a	A	8	\$19	\$152.00
Personalization Details (Last name initial must be circled for monograms.) 1) MS ^W 2) MP ^D 3) AR ^G 4) DM ^A 5) LG ^W 6) JW ^B 7) LA ^W 8) DP ^S					Engraving/ Embroidery Fee:	\$40

Accessories Order Form

Attach a separate piece of paper if more space is needed.

Item #	Item Description	Color	Monogram Style / Size	Qty.	Price Ea. Item	Total
Personalization Details (Last name initial must be circled for monograms.)					Engraving/ Embroidery Fee:	
Personalization Details (Last name initial must be circled for monograms.)					Engraving/ Embroidery Fee:	
Personalization Details (Last name initial must be circled for monograms.)					Engraving/ Embroidery Fee:	
Personalization Details (Last name initial must be circled for monograms.)					Engraving/ Embroidery Fee:	

Subtotal all items on this page and put in box at right. Carry subtotal to Line 1, page C of order form. \$

Invitation Order Form

Invitation & Save The Date Card

Attach a separate piece of paper for wording.

Item No.	Font for Invitation	<input type="checkbox"/> Standard Style Bride's and groom's names are same point size as invitation wording.	Price
Ink Color*	Quantity	<input type="checkbox"/> Contemporary Style Bride's and groom's names are larger than invitation wording.	

For more than 14 lines of invitation wording - Add \$5
 Optional Footnote on Invitation - Add \$5 and choose one:

Flush Right Centered Flush Left

Invitation Inner Envelope - Check One

Plain Inner Envelopes (free)

<input type="checkbox"/> Lined Inner Envelopes		Price
Lining Color	Quantity	

Invitation Outer Envelope - Check One

Plain Outer Envelopes (free)

<input type="checkbox"/> Printed Outer Envelopes (return address on flap)			Price
Font	Ink Color*	Quantity	

Street

City, State, ZIP

Response Card

Item No.	Font	Price
Ink Color*	Quantity	

(Response date is usually 2-3 weeks before wedding date)

Response Envelope

Response Envelopes (free with response cards)

Font Printed in black ink only.

Name

Street

City, State, ZIP

Reception Card

Attach a separate piece of paper for wording.

Item No.	Font	Price
Ink Color*	Quantity	

Personalized Informal or Thank You Notes & Envelope

Item No.	Font	Price
Ink Color*	Quantity	

Choose below for wording on front of Informal or Thank-You Note:

- Thank You
 Name: _____
 Monogram:
first initial second initial third initial

Put your initials in their natural order in the spaces provided.
 Circle last name initial.

Monogram Format (choose one):

- WBS W^SB

Additional \$10 for monogram

Place Card

Item No.	Font	Price
Ink Color*	Quantity	

Names

Wedding Date

Guest Name Line Yes No Table No. Line Yes No

*Ink Color Charge (colors other than black)

	Price
Invitation in one color; \$7.95; Black & one color; \$24.95 =	
No. of other printed items in color _____ x \$7.95 =	

Proofs - Proofs of your stationery are always suggested.

Please check the items for which you wish to see a proof:

- Invitation Inv. Envelope Reception Place Card
 Response Res. Envelope Thank You

Example: Invitation = one item.	Price
No. of items/proofs _____ x \$15.00 =	

Proof will be emailed to the email address you entered on page A.
 If you prefer to receive a faxed proof, please enter a fax number here.
 (_____) _____ - _____

Attention: _____

*See ink color charges section at right.

Subtotal all items on this page and put in box at right.
 Carry subtotal to Line 2, page C.

\$

