

# CALLIGRAPHY ORDER FORM

ORDER # \_\_\_\_\_

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

FACSIMILE \_\_\_\_\_

BRIDE'S LAST NAME \_\_\_\_\_ GROOM'S LAST NAME \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ # OF INVITATIONS ORDERED \_\_\_\_\_ INVITATION PAPER NUMBER \_\_\_\_\_

***The Calligraphy Services Box on Part A of the Wedding Order Form must be checked to insure our routing your order through the Calligraphy Department before being shipped!***

## FORMAT FOR NAME AND ADDRESS ON ENVELOPES

\_\_\_\_ CENTERED (recommended format)      \_\_\_\_ FLUSH LEFT (all lines lined up on left margin)      \_\_\_\_ SLANTED (each line indented)

FONT (see reverse for list of available styles): \_\_\_\_\_ Thick Pen \_\_\_\_ or Thin Pen \_\_\_\_

INK COLOR:      Black \_\_\_\_ (no additional charge)      Mocha \_\_\_\_ (Additional \$10.00)

Enter my list exactly as I provide it; do not make any changes/corrections! If you do not check this box, you grant us permission to format your list in accordance with the Crane's Wedding Blue Book.

CALLIGRAPHY DOUBLE ENVELOPES (e.g., Wedding Invitations/Announcements) \_\_\_\_\_ @ \$1.00 pair = \_\_\_\_\_

CALLIGRAPHY SINGLE ENVELOPES (e.g., Party Invitations/Birth Announcements) \_\_\_\_\_ @ \$ .80 each = \_\_\_\_\_

Fold, tissue and insert invitations and reception cards into the inside envelopes      INCLUDED with Reaves' invitations only

Add \$.25 each set of oversized envelopes (i.e. 80/81/83CL/120ELC, Royalty) \_\_\_\_\_ @ \$ .25 each = \_\_\_\_\_

Add \$.25 each set or single envelope address when the list is not supplied in the preferred format \_\_\_\_\_ @ \$ .25 each = \_\_\_\_\_

Add \$.25 each set or single envelope not purchased from Reaves \_\_\_\_\_ @ \$ .25 each = \_\_\_\_\_

Add \$.10 plus the cost of postage to affix U.S. postage to an envelope\*      Response set \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_

Outer envelope \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_

\*Includes inserting response set into inner envelope with ensemble. This service is not available for responses being sent from outside of the United States and its territories. Note that envelopes measuring over 6 1/8" in height or are square likely require additional postage.

CALLIGRAPHIED RETURN ADDRESS: \_\_\_\_\_ @ \$ .75 each = \_\_\_\_\_

(If You Have Not Ordered Embossed/Engraved/Thermographed Envelope Flaps)

\_\_\_\_\_ SUBTOTAL \_\_\_\_\_

\_\_\_\_\_ ORDERS SHIPPING TO NC ADD SALES TAX \_\_\_\_\_

\_\_\_\_\_ TOTAL \_\_\_\_\_

Since we cannot ship your order without substantial payment, we ask that you either 1) send a check for the estimated amount of the calligraphy charges (as determined above); we will refund any overpayment or bill for the remainder when your order is completed or 2) provide the appropriate credit card information if you have not done so on the wedding order form; we will put the calligraphy (and any remaining charges) on this card after your order is shipped.

Method of Payment: \_\_\_\_ Refer to Wedding Order Form      or \_\_\_\_ Check      \_\_\_\_ Visa      \_\_\_\_ MasterCard

V-code \_\_\_\_\_ (required for Visa and MC)      Expiration Date \_\_\_\_\_

Account Number \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

Send your complete list of names and addresses in a *Word* or *Word Perfect* file to [calligraphy@reavesengraving.com](mailto:calligraphy@reavesengraving.com). (If you do not receive an email verifying receipt of your calligraphy list within two business days, please contact us.) Lists received in these formats will be processed faster and are not subject to the surcharge on lists in alternate formats. Please see the "Calligraphy Information" section in the sample packet information booklet or the calligraphy section of our website ([www.reavesengraving.com](http://www.reavesengraving.com)) for additional specifications.

Regular address format includes a 3 or 4 line address on the outer envelope and 1 or 2 lines on the inner envelope. No more than 7 lines on the outer envelope and 2 lines on the inner envelope are permitted. You will be emailed a PDF of your list to proofread as well as a scanned sample from your list. The proof list can be faxed or mailed to you by special request. Your order will be ON HOLD until you contact us with changes/corrections or with your final approval. Lists requiring multiple changes and/or corrections may incur a surcharge of not more than \$10.00; there will be no charge for correcting our changes, suggestions or mistakes. There is a \$7.50 charge to send each additional proof.

Calligraphy pens occasionally deposit ink onto incorrect places; therefore, we suggest you have 25 (or 5% of your order-- whichever is greater) extra outer envelopes than invitations you plan to send. If you are having your return address embossed, engraved or thermographed on the envelope flaps, we strongly urge you to have your extra envelopes embossed, engraved or thermographed as well. These should be included when you submit your invitation order (see price sheets under "Additional Items" for prices).

## AVAILABLE CALLIGRAPHY STYLES

Calligraphy fonts C1-C91 correspond to a Reaves invitation font; fonts C201 and above are only available as a calligraphy font. The size of the calligraphy on your envelopes will vary based on the style and envelope size. Additionally, each style can be calligraphied with a thick (X) pen or a thin (N) pen, we will use our judgement unless you tell us your preference.

C1	<i>Mr. and Mrs. John Henry Smith</i>
C2	Mr. and Mrs. John Henry Smith
C3	<i>Mr. and Mrs. John Henry Smith</i>
C5	<i>Mr. and Mrs. John Henry Smith</i>
C6	<i>Mr. and Mrs. John Henry Smith</i>
C39	Mr. and Mrs. John Henry Smith
C46	<i>Mr. and Mrs. John Henry Smith</i>
C47	<i>Mr. and Mrs. John Henry Smith</i>
C79	Mr. and Mrs. John Henry Smith
C87	<i>Mr. and Mrs. John Henry Smith</i>
C88	Mr. and Mrs. John Henry Smith
C91	<i>Mr. and Mrs. John Henry Smith</i>
C201	MR. AND MRS. JOHN HENRY SMITH
C202	<i>Mr. and Mrs. John Henry Smith</i>
C203*	Mr. and Mrs. John Henry Smith
C204	<i>Mr. and Mrs. John Henry Smith</i>
C205	Mr. and Mrs. John Henry Smith
C206	<i>Mr. and Mrs. John Henry Smith</i>
C207	Mr. and Mrs. John Henry Smith
C208*	Mr. and Mrs. John Henry Smith
C209	Mr. and Mrs. John Henry Smith
C210	Mr. and Mrs. John Henry Smith
C211	<i>Mr. and Mrs. John Henry Smith</i>
C212	Mr. and Mrs. John Henry Smith

\*Indicates a style that is available with optional stylistic flourishes; visit [www.reavesengraving.com](http://www.reavesengraving.com) for samples.