

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 PenINK 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. 80/81/83/120; Royalty sized invitations) _____ @ \$.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 Discover

V-code _____ 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. (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) 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 imprinted on the envelope flaps, we strongly urge you to have your extra envelopes imprinted as well. These envelopes should be included when you submit your invitation order (see price sheets under "Additional Items" for prices).