Reaves Engraving, Inc.

Affordable Elegance Since 1933

311 South King Street ⚜ Laurinburg ⚜ North Carolina 28352
Telephone 877-610-4499 ⚜ info@reavesengraving.com ⚜ www.reavesengraving.com

Office Use Only
Order Number _____
Received _____ *Processed* _____

Ship To:
Name_____
Street_____
City_____State_____Zip_____
Email _____

We **do not** process faxed orders until we receive a telephone call confirming the order.
Toll-free facsimile **877-610-4344**, then call **877-610-4499**

If we need to contact you:
Days (.....).....
(.....).....
Bill to Name and Address
(if different from "Ship To:" information)
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.....
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Quantity	Paper	Item Description		Price
	☐ White ☐ Ivory	Business Card Stock Cover	☐ with Inner Letterhead Sheet(s) ☐ without Inner Letterhead Sheet(s)	
	☐ White ☐ Ivory	Classic Invitation Sheet Cover	☐ with Inner Invitation Sheet(s) ☐ without Inner Invitation Sheet(s)	
		Holes Drilled (☐1/8 in. or ☐1/4 in. diameter)		
		Proof		
			Subtotal	
			Add sales tax for orders shipped to a North Carolina address	
			Shipping and Handling Charges	
			TOTAL	

Shipping and Handling Charges

☐ **Deduct $2.00 for delivery to a commercial address**

☐ Add $2.50 for orders over $50.00 shipping to addresses west of the Mississippi

If your order TOTAL is:	Please add:
Under $40.00	$9.50
$40.00 - $49.99	$10.00
$50.00 - $99.99	$10.50
$100.00 - $199.99	$12.00
$200.00 - $299.99	$15.50
$300.00 - $399.99	$17.00
$400.00 - $999.99	$18.50
Over $1000.00*	Free Ground Shipping

*Excluding Sales Tax

Expedited shipping options are available for an additional cost based on the weight and destination of your order; call for details.

For fastest processing of your order, please email us the text for your program as a Word document. We will follow your layout as best we can, but will provide suggestions if we feel another layout may be better (due to production, aesthetics or traditional standards).

Program Covers

Paper Number ☐BCP-W ☐BCP-I ☐60WCL/CL ☐61WCL/CL ☐63WCL/CL
Dimensions of the Business Card Cover: Flat ____" by ____" & Folded ____" by ____"
Header/Accent Typestyle_____ Body/Text Typestyle _____
We recommend using a font from your invitations for accenting items (like your names) and a plain font for the text of the program. We will use Garamond for the body text unless you tell us otherwise.
Embellishment: ☐ None ☐ Embossment_____ ☐ Other _____
Ink Color: ☐ Standard or ☐_____

Inner Sheet

Paper Number ☐LHD-W ☐LHD-I ☐30WCL/CL
Header/Accent Typestyle_____ Body/Text Typestyle _____
Ink Color: ☐ Black or ☐_____

Any additional information or notes for our typesetters:

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Methods of Payment:
☐ *Check* ☐ *MasterCard* ☐ *Visa*
Expiration Date ____ / ____ *V-Code (CVV2)* ____
Account Number _____

(signature)

It is Reaves' policy to charge your credit card for the TOTAL on the day your order is assigned an order number.