

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

PART A

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**

Quantity	Please Circle	Paper	Item Description	Price
	Engraved Thermographed Letterpressed		Wedding Invitations or Announcements <input type="checkbox"/> Include Tissues	
	Will be matched to your Invitations		Reception Cards	
			Response Sets <input type="checkbox"/> Engraved Cards & Envelopes <input type="checkbox"/> Engraved Cards & Printed Envelopes <input type="checkbox"/> Thermographed Cards & Envelopes <input type="checkbox"/> Letterpressed Cards & Printed Envelopes	
			Address on Envelope Flaps <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
			Extra Outside Envelopes - <input type="checkbox"/> With Return Address <input type="checkbox"/> Blank	
			Extra Inside Envelopes	
			Information Cards - Direction/Map/Accommodation/Etc. <input type="checkbox"/> 1 Sided Ink Color _____ (Email text and/or map) <input type="checkbox"/> 2 Sided	
	Thermographed Letterpressed		Save the Date Announcements or Rehearsal Dinner Invitations	
	Embossed Engraved Thermographed Letterpressed		Monogram Notes <input type="checkbox"/> Plain <input type="checkbox"/> Tripanel (CL only) Set 1 <input type="checkbox"/> Panel Set 2	
	Engraved Thermographed Letterpressed		Informal Notes <input type="checkbox"/> Plain <input type="checkbox"/> Tripanel (CL only) Set 1 <input type="checkbox"/> Panel Set 2	
	Embossed Engraved Thermographed Letterpressed		Correspondence Cards	
			Address on Envelope Flaps <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
	Engraved Thermographed Letterpressed		Calling Cards <input type="checkbox"/> Mr. & Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Envelopes for <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss Mr. and Mrs. Cards	
			Napkins / Matches	

Bride's Last Name _____

Groom's Last Name _____

Wedding Date _____

If we need to contact you:

Days (.....).....

(.....).....

Bill to Name and Address
 (if different from "Ship To:" information)

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Shipping and Handling Charges

Deduct \$2.00 for delivery to a commercial address

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 and Stamping Service

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

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Additional fees apply for the following services. See the "Miscellaneous Items/Services Prices" sheet for prices if not shown below.

Services	Proof (will be emailed to the address provided above)	\$8.00	
	Fast Service (Expedited Processing and Typesetting)	\$20.00	
	Fold and insert invitations	\$25.00/100 Invitations	
Text	*Calligraphy (includes Fold and insert invitations) <input type="checkbox"/> Form Attached <input type="checkbox"/> Form to Follow		
	Stamp response envelope and/or outside envelope (only available with calligraphy)		
Embellishments	Extra lines of copy and/or entrée selections per line or entrée (\$4.75)	x _____ # of lines / entrées	
	Corner Copy (<input type="checkbox"/> Single Line - \$4.75 or <input type="checkbox"/> Multiple Lines - \$8.00)		
	Embossment _____	x _____ # of items	
	Colored Ink _____	x _____ # of items	
	Additional Press/Print Run (i.e. second color on invitations)	x _____ # of items	
	Bleed (Text or Design within 1/4" of a paper's edge)	x _____ # of items	
	Envelope Linings _____	\$ _____ per 25 inner envelopes	
	Rounded Corners	x _____ # of items	
	Holes Drilled (<input type="checkbox"/> 1/8" or <input type="checkbox"/> 1/4" holes)		

Subtotal

Add sales tax for orders shipped to a North Carolina address

Shipping and Handling Charges Residential Address
 Commercial Address

TOTAL

*The calligraphy option must be indicated above to insure that your order is routed through the Calligraphy Department.

Methods of Payment
 Check MasterCard Visa Discover
 Account Number _____

Expiration Date ____ / ____ V-Code (CVV2) _____

(signature)

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

PART B

Invitations or Announcements

We will coordinate all wedding ensemble items with this information.

Paper Number _____ Text Layout: Centered Flush Left Flush Right

Embossment _____ Motif/Other _____

Motif Layout: *Vertical*: Top Center Bottom • *Horizontal*: Center Left Right

Please print or type the text for your invitations or announcements. Attach an additional sheet if preferred. Font _____ Ink Color _____

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

Extra.....

Extra.....

Return Address on Envelope Flaps

Embossed Engraved Thermographed Letterpressed

Ink Color: Standard or _____ Font _____

Invitations Announcements

1. (Name Optional)

_____ Notes Correspondence Cards

Embossed Engraved Thermographed Letterpressed

Ink Color: Standard or _____ Font _____

2. (Name Optional)

Napkins/Matches

Quantity _____ Napkin Color: _____

Foil stamped Color: _____ Embossed

Standard Centered Split



Font _____ Motif/Monogram _____
Using a font or monogram other than the one shown on the sample, may incur an additional die charge.

Response Cards

Use the wording below or Font _____ Ink Color _____

See attached sheet for alternate wording

The favour of a reply is requested

before the
(Print date above e.g., the first of May)

M _____

will _____ *attend*

Extra Extra

Extra Extra

Response Envelopes

Engraved or Printed Thermographed

1.

2.

3.

Reception Cards

Font _____ Ink Color _____

1.

2.

3.

4.

Extra

Extra

Monogram Notes

Quantity _____ Ink Color: Standard or _____

Embossed Engraved Thermographed Letterpressed

Monogram Number CL- _____

1. 2.
Underline surname initial

Informal Notes

Quantity _____ Font _____

Ink Color: Standard or _____

Engraved Thermographed Letterpressed

1.

2.

Correspondence Cards

Quantity _____ Ink Color: Standard or _____

Embossed Engraved Thermographed Letterpressed

Font or Monogram Number _____

Layout: Centered Cornered Top & Bottom

1.

2.

Calling Cards

Quantity _____ Ink Color: Standard or _____

Engraved Thermographed Letterpressed

Font or Monogram Number _____

1.

2.