

# 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)  
 .....  
 .....  
 .....

| Quantity   | Please Circle                         | Paper | Item Description   | Price          |
|--|---------------------------------------|-------|--|----------------|
|  | Embossed<br>Engraved<br>Thermographed |       | Monogram Notes   | Set 1<br>Set 2 |
|  | Engraved<br>Thermographed             |       | Informal Notes   | Set 1<br>Set 2 |
|  | Engraved<br>Thermographed             |       | Correspondence Cards   |                |
|  |                                       |       | Return Address on Envelope Flaps   |                |
|  | Engraved<br>Thermographed             |       | Calling Cards  |                |
|  |                                       |       | Calling Card Envelopes   |                |
|  |                                       |       | Social Stationery Letterheads with Envelopes                               |                |
|  |                                       |       | Photoproof - \$8.00 (will be emailed to the address you provided above)    |                |
| Additional Options   |                                       |       | Extra Lines of Copy x _____ # of lines @ \$4.75                            |                |
|  |                                       |       | Accent Marks x _____ # of accents @ \$1.00                                 |                |
|  |                                       |       | Colored Ink x _____ # of items   |                |
|  |                                       |       | Embossment x _____ # of items  |                |
|  |                                       |       | Holes Drilled (□1/8 in. or □1/4 in. diameter) \$3.75 per 25 pairs of holes |                |
|  |                                       |       | Fast Service \$10.00   |                |
| Subtotal   |                                       |       |  |                |
| Add sales tax for orders shipped to a North Carolina address |                                       |       |  |                |
| Shipping and Handling Charges                                |                                       |       |  |                |
| <b>TOTAL</b>   |                                       |       |  |                |

**Shipping and Handling Charges**

Add \$2.00 for delivery to a residential 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       | \$7.50  |
| \$40.00 - \$49.99   | \$8.00  |
| \$50.00 - \$99.99   | \$8.50  |
| \$100.00 - \$199.99 | \$10.00 |
| \$200.00 - \$299.99 | \$13.50 |
| \$300.00 - \$399.99 | \$15.00 |
| \$400.00 - \$999.99 | \$16.50 |

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.

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.*

|   |  |  |  |
|---|--|--|--|
| <p><b>Monogram Notes</b></p> <p>Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____<br/> <input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed<br/>                     Monogram Number CL- _____</p> <p>1. .... 2. ....<br/>                     Underline surname initial</p>  | <p><b>Informal Notes</b></p> <p>Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____<br/> <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed<br/>                     Typestyle Number _____</p> <p>1. ....<br/>                     2. ....</p>            | <p><b>Return Address on Envelope Flap</b></p> <p><input type="checkbox"/> Embossed <input type="checkbox"/> Engraved<br/> <input type="checkbox"/> Thermographed<br/>                     Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____<br/>                     Typestyle 1) _____ 2) _____<br/> <input type="checkbox"/> _____ Notes <input type="checkbox"/> Correspondence Cards</p> <p>1. ....<br/>                     .....<br/>                     .....<br/>                     .....<br/>                     .....<br/>                     .....<br/>                     2. ....<br/>                     .....<br/>                     .....<br/>                     .....<br/>                     .....</p> |  |
| <p><b>Correspondence Cards</b></p> <p>Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____<br/> <input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed<br/>                     Typestyle or Monogram Number _____<br/>                     Layout : Centered, Cornered, Top &amp; Bottom</p> <p>1. ....<br/>                     2. ....</p>  | <p><b>Calling Cards</b></p> <p>Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____<br/> <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed<br/>                     Typestyle or Monogram Number _____</p> <p>1. ....<br/>                     2. ....</p> |  |  |
| <p><b>Social Stationery Letterheads with Matching Envelopes</b></p> <p>Quantity _____ <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____<br/>                     Typestyle or Monogram Number _____ Paper Color: <input type="checkbox"/> Ivory or <input type="checkbox"/> White</p> <p>1. _____ Name for Lettersheets 2. _____ Name for Envelopes Flap (if desired)<br/>                     _____ Street Address _____ Street Address<br/>                     _____ City, State Zip _____ City, State Zip</p> |  |  |  |