

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

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	Printing	Paper	Item Description	Price
			Wedding Invitations or Announcements <input type="checkbox"/> Include Tissues	
	Will be matched to your Invitations		Reception Cards	
			Response Sets	
			Address on Envelope Flaps	
			Extra Outside Envelopes	
			Extra Inside Envelopes	
			Information Cards - Direction/Map/Accommodation/Etc. Ink Color _____	
			Save the Date Announcements or Rehearsal Dinner Invitations	
		Monogram Notes	Set 1 Set 2	
		Informal Notes	Set 1 Set 2	
		Correspondence Cards		
		Address on Envelope Flaps		
		Calling Cards <input type="checkbox"/> Envelopes for Mr. and Mrs. Cards		
		Napkins		
		Matches		

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

Services	Text	Embellishments	Price
		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
		*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)	
		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	
		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.

PART A

Order Number _____

Received _____ Processed _____

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)

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.

Methods of Payment
 Check Master Card Visa
 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: _____

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/ Typestyle	Ink Color
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
Extra.....		
Extra.....		

Return Address on Envelope Flaps

Printing Process _____

Ink Color: Standard or _____ Font _____

Invitations Announcements

1.
(Name Optional)

_____ Notes Correspondence Cards

Printing Process _____

Ink Color: Standard or _____ Font _____

2.
(Name Optional)

Napkins

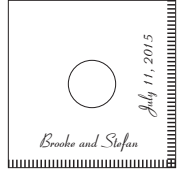
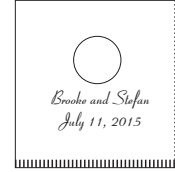
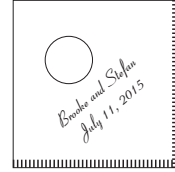
Quantity _____ Napkin Color: _____

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.

Reception Cards

	Font/ Typestyle	Ink Color
1.		
2.		
3.		
4.		
Extra		
Extra		

Monogram Notes

Quantity _____ Ink Color: _____

Printing Process _____

Monogram Number CL- _____

1. 2.
Underline surname initial

Informal Notes

Quantity _____ Font _____

Ink Color: _____

Printing Process _____

1.
2.

Response Cards

We will match the font and ink color from your invitation unless you tell us otherwise

Use the wording below or attach a separate 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

Printing Process _____

1.
2.
3.

Correspondence Cards

Quantity _____ Ink Color: _____

Printing Process _____

Font or Monogram Number _____

Layout : Centered Cornered Top & Bottom

1.
2.

Calling Cards

Quantity _____ Ink Color: _____

Printing Process _____

Font or Monogram Number _____

1.
2.