

# Reaves Engraving, Inc.

Genuine Engraving Since 1933

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Ship To: Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Street \_\_\_\_\_ Wedding Date \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_

## Calligraphed Seating Cards Order Form

	Paper	Item Description	Price Each	Quantity	Extended Price
Option A	Ivory White	Tent Card -- Name on Front	\$1.00		
Option B	Ivory White	Tent Card - Name and "Table number ___" or "Table number 1" (2,3...) on Front	\$1.25		
Option C	Ivory White	Tent Card -- Name on Front and "Table number ___" on Inside	\$1.50		
Option D	Ivory White	Tent Card -- Name on Front and "Table number 1" (2, 3...) on Inside	\$2.00		
Option E	Ivory White	Card and Envelope -- Name on Envelope and "Table number ___" on Card	\$1.50		
Option F	Ivory White	Card and Envelope -- Name on Envelope and "Table number 1" (2, 3...) on Card	\$2.00		
Option G	Ivory White	Card Only -- Name and "Table number 1" (2, 3...) or other personalization	\$1.00		
Option H	Ivory White	Open Stock Seating Cards "_____" and "Table number ___"	\$0.75		
	Ivory White	Table Card -- Table number or Table name (3 1/2" by 4 7/8") / Print Both Sides	\$2.00/\$3.00		
		Subtotal			
		Sales Tax (for orders shipping to a NC address)			
		Shipping and Handling			
		Total			

### Available Lettering Styles

Allegro - *Mrs. Smith*      Italic - *Mrs. Smith*      Solid Antique Roman - Mrs. Smith  
 Bernhard Fashion - Mrs. Smith      Roundhand - *Mrs. Smith*      Zapf Chancery - *Mrs. Smith*

Other Lettering Styles are available, but are not recommended due to the small lettering size required of most seating cards.

Methods of Payment:     See Wedding Order Form     Check     MasterCard     Visa

Expiration Date \_\_\_\_ / \_\_\_\_    V-Code (CVV2) \_\_\_\_

Account Number \_\_\_\_\_ (signature)

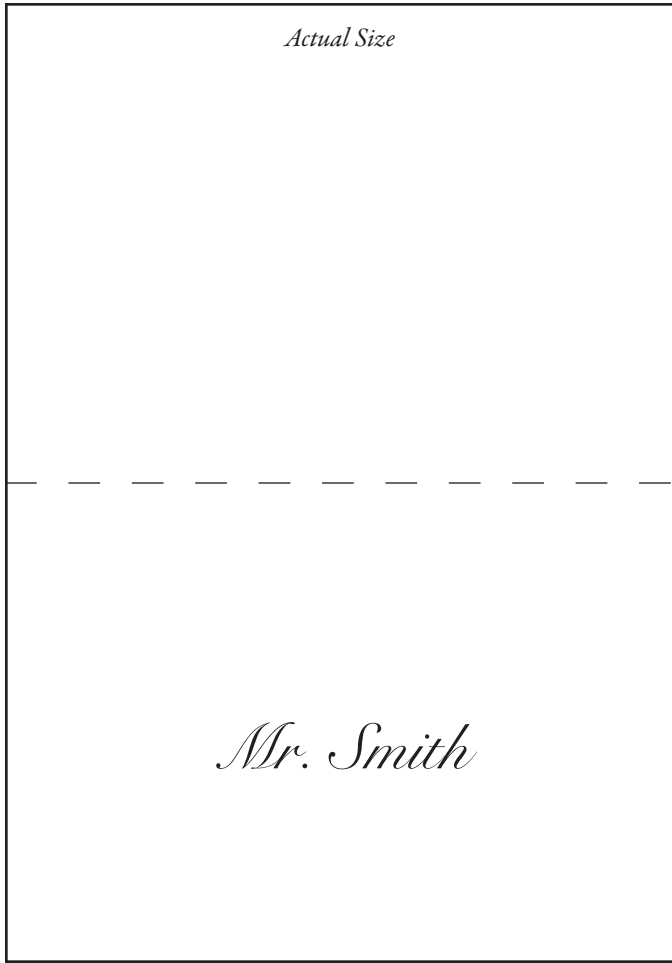
*It is Reaves' policy to charge your credit card after completion of calligraphy to ensure we bill you only for those items that we do calligraphy rather than the estimated quantity listed above.*

Once you have selected your seating card options and sent in your completed order form, email your list to calligraphy@reavesengraving.com. Please visit www.reavesengraving.com for information on setting up your list and for other information. After receipt of your list, we will process the list and email a proof list back to you within two working days. When you receive the proof list, carefully check it to make sure there were no errors in the conversion process. Email or call with changes or approval of the list and we will proceed with the calligraphy.

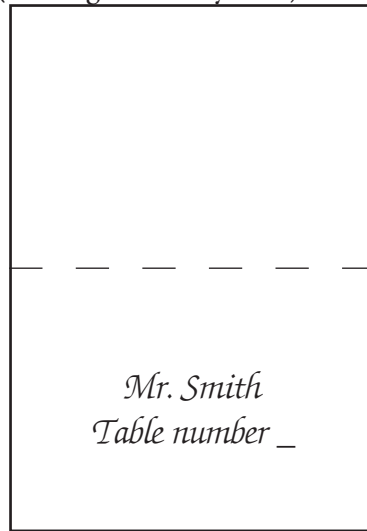
\*Allow one week for production of the seating cards

Prices effective 1/1/2022

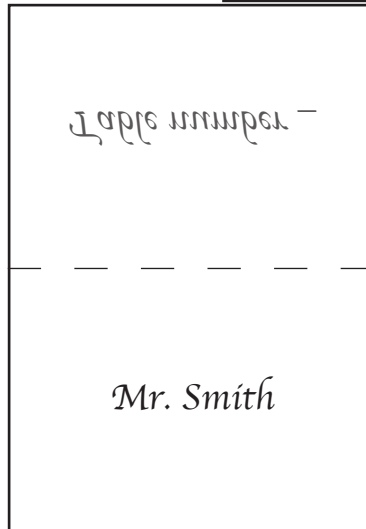
Tent Card Options - Actual cards are 3 3/8" by 5" (Folding to 3 3/8" by 2 1/2")



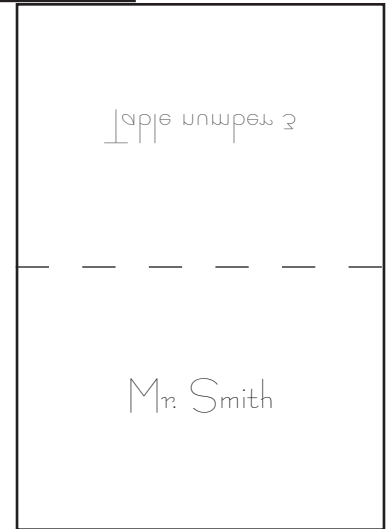
Option A  
Tent Card -- Name or Name and "Table number \_\_\_" on Front



Option B  
Tent Card -- Name and  
Table number \_\_\_ on Front

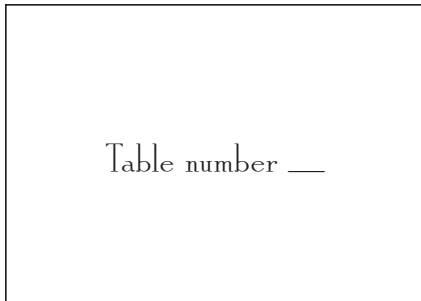


Option C  
Tent Card -- Name on Front and  
Table number \_\_\_ on Inside

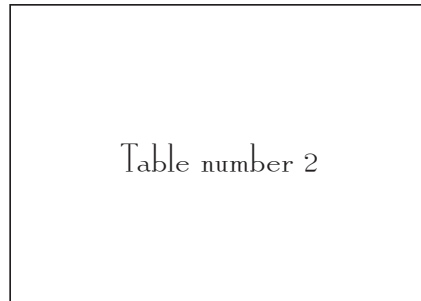


Option D  
Tent Card -- Name on Front and  
Table number 1 (2, 3...) on Inside

Card Options - Actual cards are 3 3/8" by 2 1/2"



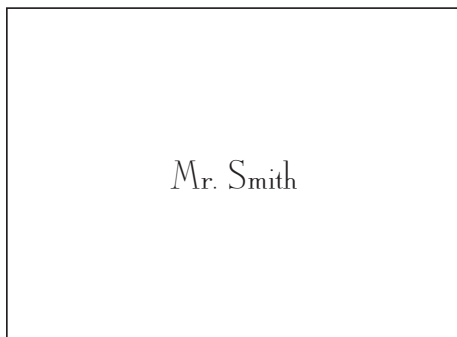
Option E  
"Table number \_\_\_" on Card



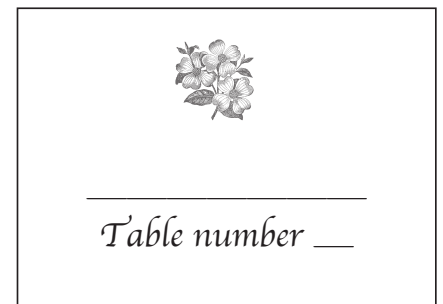
Option F  
"Table number 1" (2, 3...) on Card



Option G  
Name or other personalization on Card



Envelope for Option E or F  
Envelope is 3 3/8" by 2 3/8"



Option H  
Open Stock Seating Card  
with Optional Dogwood Embossment