

# CALLIGRAPHY ORDER FORM

\*PLEASE MAKE SURE THIS FORM ACCOMPANIES YOUR LIST IF NOT ALREADY ON FILE\*

INVITATION ORDER # \_\_\_\_\_

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

FACSIMILE \_\_\_\_\_

BRIDE'S LAST NAME \_\_\_\_\_ GROOM'S LAST NAME \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ # OF INVITATIONS ORDERED \_\_\_\_\_ INVITATION PAPER NUMBER \_\_\_\_\_

***The Calligraphy Services Box on Part A of the Wedding Order Form must be checked to insure our routing your order through the Calligraphy Department before being shipped!***

FONT (see reverse for list of available styles): \_\_\_\_\_

INK COLOR:  Black  Brown (\$50)  Blue (\$50)  Red (\$50)

CALLIGRAPHY INVITATION ENVELOPES

# or 1st 100 sets - \_\_\_\_\_ @ \$2.00 set = \_\_\_\_\_

Additional sets - \_\_\_\_\_ @ \$1.75 set = \_\_\_\_\_

Add \$.50 each set of oversized envelopes (i.e. over 6 1/8" in height or square 120; Royalty invitations) \_\_\_\_\_ @ \$0.50 set = \_\_\_\_\_

SINGLE ENVELOPES (e.g., Party Invitations/Birth Announcements) # or 1st 100 - \_\_\_\_\_ @ \$1.75 each = \_\_\_\_\_

Additional envelopes - \_\_\_\_\_ @ \$1.50 each = \_\_\_\_\_

Add \$.50 each set or single envelope not purchased from Reaves \_\_\_\_\_ @ \$0.50 each = \_\_\_\_\_

Add \$.25 plus the cost of postage to affix U.S. postage to an envelope\*  Response envelope \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_

(We only mail if confirmed by customer)  Outer envelope \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_

*Note that envelopes measuring over 6 1/8" in height or square are likely to require more postage*

\*Includes inserting response set into inner envelope with ensemble. This service is not available for responses being sent from outside of the United States and its territories. Response sets will be inserted to out of country invitation sets at no extra charge with no postage attached.

Add \$.25 each to hand number the back of response cards to correspond to your calligraphy list \_\_\_\_\_ @ \$0.25 each = \_\_\_\_\_

CALLIGRAPHIED RETURN ADDRESS: \_\_\_\_\_ @ \$1.00 each = \_\_\_\_\_

(If You Have Not Ordered Embossed/Engraved/Thermographed Envelope Flaps)

\_\_\_\_\_ SUBTOTAL \_\_\_\_\_

\_\_\_\_\_ ORDERS SHIPPING TO NC ADD SALES TAX \_\_\_\_\_

\_\_\_\_\_ SHIPPING & HANDLING \_\_\_\_\_

\_\_\_\_\_ TOTAL \_\_\_\_\_

Since we cannot ship your order without substantial payment, we ask that you either 1) provide the appropriate credit card information if you have not done so on the wedding order form; we will put the calligraphy (and any remaining charges) on this card after your order is shipped or 2) send a check for the estimated amount of the calligraphy charges (as determined above); we will refund any overpayment or bill for the remainder when your order is completed.

Method of Payment:  Refer to Wedding Order Form or  Check  Visa  MasterCard  Discover

V-code \_\_\_\_\_ Expiration Date \_\_\_\_\_

Account Number \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

**\*\*\* Send your complete list of names and addresses in a Word or Excel file to \*\*\***

**\*\*\* calligraphy@reavesengraving.com. \*\*\***

(If you do not receive an e-mail verifying receipt of your calligraphy list within two business days, please contact us.) Lists received in these formats will be processed faster and are not subject to a surcharge on lists in alternate formats. Please see the **calligraphy section** of our website (www.reavesengraving.com). How to set up your calligraphy list: click on the word "Word" or "Excel" to download a template/example of how to set up your list.

You will be emailed a PDF of your list to proofread as well as a scanned sample of your calligraphy style. The proof list can be faxed or mailed to you by special request. Your order will be ON HOLD until you contact us with changes/corrections or with your **final approval**. A maximum of two calligraphy proofs are provided without additional charge. There is a \$7.50 charge to send each additional proof.

Calligraphy pens occasionally deposit ink onto incorrect places; therefore, we suggest you have 25 (or 5% of your order--whichever is greater) extra outer envelopes than invitations you plan to send. If you are having your return address imprinted on the envelope flaps, an additional 25 envelopes or 5% of your order will be required. These envelopes should be included when you submit your invitation order (see price sheets under "Additional Items" for prices).

Prices effective 1/1/2022