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
	Engraved Letterpressed Foil Stamped Thermographed		Birth Announcements	
	Engraved Letterpressed Foil Stamped Thermographed		Return Address on Birth Announcement Envelope Flaps	
	Embossed Engraved Letterpressed Thermography		☐Monogram Notes ☐Informal Notes ☐Correspondence Cards	
	Embossed Engraved Letterpressed Thermography		Return Address on Social Stationery Envelope Flaps	
☐ Proof				
			Subtotal	
			Add sales tax for orders shipped to a North Carolina address	
			Shipping and Handling Charges	
			TOTAL	

Shipping and Handling Charges

☐ Add $2.00 for delivery to a residential address

If your order TOTAL is:	Please add:
Under - $49.99	$15.00
$50.00 - $99.99	$17.00
$100.00 - $199.99	$19.00
$200.00 - $299.99	$21.00
$300.00 - $399.99	$23.00
$400.00 - $999.99	$25.00
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.

Birth Announcements

Paper Number _____ Typestyle_____
Quantity _____ Ink Color: ☐ Standard or ☐_____
Embellishment: ☐ None ☐ Embossment_____ ☐ Other _____

Please print or type the text for your announcements. Attach an additional sheet if preferred.

1. .....
2. .....
3. .....
4. .....
5. .....
6. .....

☐ Monogram or ☐ Informal

Paper Number _____ Quantity _____
Typestyle_____ or Monogram CL-_____
Ink Color: ☐ Standard or ☐_____

1. ..... 2. .....

Underline surname initial, if appropriate

Correspondence Cards

Paper Number _____ Quantity _____
Typestyle_____ or Monogram CL-_____
Ink Color: ☐ Standard or ☐_____

1. .....
2. .....

Return Address on Envelope Flap

Ink Color: ☐ Standard or ☐_____
Typestyle _____

1. .....
(Name Optional)
.....
.....

Correspondence Cards Envelope

Typestyle _____

2. .....
(Name Optional)
.....
.....

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.