

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	Paper	Item Description	Price
	<input type="checkbox"/> White <input type="checkbox"/> Ivory	Program Cover Stock	
		Inner Letterhead Sheet(s)	
		Holes Drilled (1/4 in. diameter)	
		Colored Ink	
		Additional Print Run	
		Embossment	
		Proof	

Subtotal

Add sales tax for orders shipped to a North Carolina address

Shipping and Handling Charges

TOTAL

*For fastest processing of your order, please email us the text for your program as a Word document.
We will follow your layout as best we can, but will provide suggestions if we feel another layout may be better (due to production requirements, aesthetics or traditional standards).*

Program Stock

- ☐ 60P ☐ 60PW (11" x 7 3/4" folds to 5 1/2" x 7 3/4")
☐ 30P ☐ 30PW (10 1/4" x 7 1/4" folds to 5 1/8" x 7 1/4"; insert sheet 10" x 7" folds to 5" x 7")
☐ 22P ☐ 22 PW (8 1/2" x 11" folds to 4 1/4" x 11")

Header/Accent Typestyle _____ Body/Text Typestyle _____
*We recommend using a font from your invitations for accenting items (like your names) and a plain font for the text of the program.
We will use TS43S for the body text unless you tell us otherwise.*

Embellishment: ☐ None ☐ Embossment _____ ☐ Other _____
Ink Color: ☐ Standard or ☐ _____

Inner Sheet

Header/Accent Typestyle _____ Body/Text Typestyle _____
*We recommend using a font from your invitations for accenting items (like "The Wedding Party")
and a plain font for the text of the program.
We will use TS43S for the body text unless you tell us otherwise.*

Ink Color: ☐ Black or ☐ _____

Any additional information or notes for our typesetters:

.....
.....
.....
.....

Office Use Only

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 \$3.00 for delivery to a commercial 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

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

☐ Discover

☐ Visa

☐ MasterCard

☐ See Wedding Order Form

☐ Account Number

☐ V-Code (CVV2)

☐ Expiration Date

_____ / _____

(signature)

It is Reaves' policy to charge your credit card for the TOTAL on the day your order is assigned an order number.