

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 (\$25) Blue (\$25) Red (\$25) Gold (\$1.25 extra per set) Silver (\$1.25 extra per set)

CALLIGRAPHY INVITATION ENVELOPES # or 1st 100 sets - _____ @ \$1.75 set = _____

Additional sets - _____ @ \$1.25 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 - _____ @ \$1.50 each = _____

Additional envelopes - _____ @ \$1.00 each = _____

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

Add \$.20 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: _____ @ \$.75 each = _____

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

SUBTOTAL _____

ORDERS SHIPPING TO NC ADD SALES TAX _____

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 1/1/2021