

Reaves Engraving, Inc.

Fine Stationery 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 fax **877-610-4344**, then call **877-610-4499**

Quantity	Printing Process	Paper	Item Description	Price
	Engraved Letterpressed Foil Stamped Thermographed		Wedding Invitations or Announcements <input type="checkbox"/> Include Tissues	
	Will be matched to your Invitations		Address on Envelope Flaps <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Foil Stamped <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
			Extra Outside Envelopes - <input type="checkbox"/> With Return Address <input type="checkbox"/> Blank	
			Extra Inside Envelopes	
			Response Sets <input type="checkbox"/> Engraved Cards & Printed Envelopes <input type="checkbox"/> Letterpressed Cards & Printed Envelopes <input type="checkbox"/> Foil Stamped Cards & Printed Envelopes <input type="checkbox"/> Thermographed Cards & Envelopes	
			Reception Cards	
			Accessory Cards - Direction/Map/Accommodation/Etc. <input type="checkbox"/> 1 Sided Ink Color _____ (Email text and/or map) <input type="checkbox"/> 2 Sided	
	Engraved Letterpressed Foil Stamped Thermographed		Save the Date Announcements or Rehearsal Dinner Invitations	
	Embossed Engraved Letterpressed Thermographed		Monogram Notes <input type="checkbox"/> Plain <input type="checkbox"/> Multi-panel <input type="checkbox"/> Panel (EL/WREC only)	
	Engraved Letterpressed Thermographed		Informal Notes <input type="checkbox"/> Plain <input type="checkbox"/> Multi-panel <input type="checkbox"/> Panel (EL/WREC only)	
	Embossed Engraved Letterpressed Thermographed		Correspondence Cards	
			Address on Social Envelopes <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
	Engraved Letterpressed Thermographed		Calling Cards <input type="checkbox"/> Envelopes for Mr. and Mrs. Cards	
			Napkins	
			Matches <input type="checkbox"/> Box <input type="checkbox"/> Book	

Additional fees apply for the following services. See the "Miscellaneous Items/Services Prices" sheet for prices

	Proof (will be emailed to the address provided above)	
	Fast Service (Expedited Processing and Typesetting)	
	*Calligraphy	
	Stamp response envelope and/or outside envelope (only available with calligraphy)	
	Extra lines of copy or Corner Copy	
	Embossment _____	
	Colored Ink _____	
	Additional Press/Print Run (e.g., second color on invitations)	
	Bleed (Text or Design within 1/4" of a paper's edge)	
	Envelope Linings: Color _____	
	Backing Layer: Color _____	
	Rounded Corners	

Subtotal

Shipping and Handling Charges ☐ Residential Address
☐ Commercial Address

Add sales tax for orders shipped to a North Carolina address

TOTAL

PART A

Order Number _____

Received _____ Processed _____

Number of pieces: _____

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 and Stamping Service

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 ☐ MasterCard ☐ Visa ☐ Discover

Account Number

Expiration Date ____ / ____ V-Code (CVV2) ____

(signature)

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

*The calligraphy option must be indicated above
to insure that your order is routed through the
Calligraphy Department.

PART B _____

Invitations or Announcements

We will coordinate all wedding ensemble items with this information.

Text Layout:

☐ Centered

☐ Flush Left

☐ Flush Right

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

☐ Embossment _____

☐ Motif/Other _____

Motif Layout: *Vertical*: ☐ Top ☐ Center ☐ Bottom

Horizontal: ☐ Center ☐ Left ☐ Right

	Font	Ink Color
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
Extra.....		
Extra.....		
<i>Please indicate below any additional information the typesetter should know for your order:</i>		
.....		
.....		
.....		

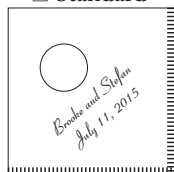
Reception Cards

	Font	Ink Color
1.		
2.		
3.		
4.		
Extra		
Extra		

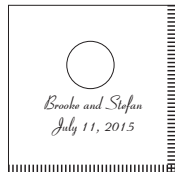
Napkins/Matches

Napkin Color: _____ ☐ Imprint Color: _____ or ☐ Embossed
Font _____ Motif/Monogram _____

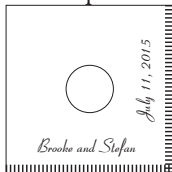
☐ Standard



☐ Centered



☐ Split



Response Cards

☐ Use the wording below or
☐ See attached sheet for alternate wording

The favour of a reply is requested

before the

(Print date above e.g., the first of May)

M

..... will attend; number attending

..... will not attend

Extra

Extra

Return Address on Response Envelopes

(name required for mail delivery)

.....

.....

.....

.....

Return Address on Envelope Flaps

Ink Color: ☐ Standard or ☐ _____ Font _____

(Name Optional)

.....

☐ _____ Notes ☐ Correspondence Cards

Ink Color: ☐ Standard or ☐ _____ Font _____

(Name Optional)

.....

.....

.....

Monogram Notes

Quantity _____ Ink Color: ☐ Embossed or ☐ _____

Monogram Number CL- _____

1. 2.
Underline surname initial

Informal Notes

Quantity _____ Font _____

Ink Color: ☐ Standard or ☐ _____

1.

2.

Correspondence Cards

Quantity _____ Ink Color: ☐ Standard or ☐ _____

Font or Monogram Number _____

Layout : ☐ Centered ☐ Cornered ☐ Top & Bottom

1.

2.

Calling Cards

Quantity _____ Ink Color: ☐ Standard or ☐ _____

Font or Monogram Number _____

1.

2.