

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

PART A

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

Quantity	Printing Process	Paper	Item Description	Price
	Engraved Thermographed Letterpressed		Wedding Invitations or Announcements <input type="checkbox"/> Include Tissues	
	Paper will be matched to your invitation paper. Except for embossed envelope flaps and printed return envelopes, please do not mix printing processes for your wedding ensemble — the inks will not match.		Address on Envelope Flaps <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <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 & Envelopes <input type="checkbox"/> Engraved Cards & Printed Envelopes <input type="checkbox"/> Letterpressed 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	
	Thermographed Letterpressed		Save the Date Announcements or Rehearsal Dinner Invitations	
	Embossed Engraved Thermographed Letterpressed		Monogram Notes <input type="checkbox"/> Plain <input type="checkbox"/> Tripanel <input type="checkbox"/> Panel (W/CL only)	
	Engraved Thermographed Letterpressed		Informal Notes <input type="checkbox"/> Plain <input type="checkbox"/> Tripanel <input type="checkbox"/> Panel (W/CL only)	
	Embossed Engraved Thermographed Letterpressed		Correspondence Cards	
			Address on Social Envelopes <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
	Engraved Thermographed Letterpressed		Calling Cards <input type="checkbox"/> Envelopes for Mr. and Mrs. Cards	
			Napkins	

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.

Changes are subject to change due to UPS price increases.

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	x _____ # of lines
Embossment _____	x _____ # of items
Colored Ink _____	x _____ # of items
Additional Press/Print Run (i.e. second color on invitations)	x _____ # of items
Bleed (Text or Design within 1/4" of a paper's edge)	x _____ # of items
Envelope Linings _____	\$ _____ per 25 inner envelopes
Backing Layer _____	\$ _____ per 25 pieces
Rounded Corners	x _____ # of items
1/4" Holes Drilled	

Subtotal

Shipping and Handling Charges Residential Address
 Commercial Address

Add sales tax for orders shipped to a North Carolina address

TOTAL

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

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.

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		

Please indicate below any additional information the typesetter should know for your order:

Reception Cards

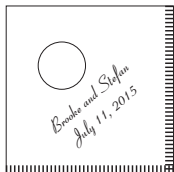
	Font	Ink Color
1.		
2.		
3.		
4.		
Extra		
Extra		

Napkins/Matches

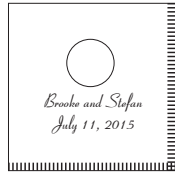
Napkin Color: _____ Imprint Color: _____ or Embossed
 Font _____ Motif/Monogram _____

Using a font or monogram other than the one shown on the sample, incurs an additional die charge.

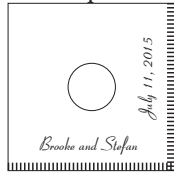
Standard



Centered



Split



Response Cards

Use the wording below or
 See attached sheet for alternate wording

The favour of a reply is requested

before the

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

will _____ attend

Extra
 Extra
 Extra
 Extra

Return Address on Response Envelopes

.....

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.