

# CALLIGRAPHY ORDER FORM

ORDER # \_\_\_\_\_

NAME \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

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!***

## FORMAT FOR NAME AND ADDRESS ON ENVELOPES

CENTERED (recommended format)       FLUSH LEFT (all lines lined up on left margin)       SLANTED (each line indented)

FONT (see reverse for list of available styles): \_\_\_\_\_

INK COLOR:  Black     Mocha (\$10.00)     Midnight (\$10.00)     Gold (\$25.00)     Silver (\$25.00)

Enter my list exactly as I provide it; do not make any changes/corrections! If you do not check this box, you grant us permission to format your list in accordance with the *Crane's Wedding Blue Book*.

 CALLIGRAPHY INVITATION ENVELOPES

1st 100 - \_\_\_\_\_ @ \$1.25 set = \_\_\_\_\_

Additional sets - \_\_\_\_\_ @ \$1.00 set = \_\_\_\_\_

 Add \$.25 each set of oversized envelopes (i.e. 80/81/83/120; Royalty or Arturo invitations) \_\_\_\_\_ @ \$0.25 set = \_\_\_\_\_ SINGLE ENVELOPES (e.g., Party Invitations/Birth Announcements) 1st 100 - \_\_\_\_\_ @ \$1.00 each = \_\_\_\_\_

Additional envelopes - \_\_\_\_\_ @ \$0.80 each = \_\_\_\_\_

 Add \$.50 each set or single envelope not purchased from Reaves \_\_\_\_\_ @ \$0.50 each = \_\_\_\_\_ Add \$.10 plus the cost of postage to affix U.S. postage to an envelope       Response envelope \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_ Outer envelope \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_

*Note that envelopes measuring over 6 1/8" in height or are square likely require additional postage.*

 Add \$.25 each to number the back of response cards to correspond with your calligraphy list \_\_\_\_\_ @ \$0.25 each = \_\_\_\_\_

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.

 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, Word Perfect or Excel* file to [calligraphy@reavesengraving.com](mailto:calligraphy@reavesengraving.com). (If you do not receive an email 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](http://www.reavesengraving.com)) or call 877.610.4499 for additional specifications and examples.

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. 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, we strongly urge you to have your extra envelopes imprinted as well. These envelopes should be included when you submit your invitation order (see price sheets under "Additional Items" for prices).