

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 (Additional \$10.00) Gold (Additional \$25.00) Silver (Additional \$25.00)

** Gold and Silver inks are thick pens.*

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 = _____

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

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. (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) 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).

AVAILABLE CALLIGRAPHY STYLES

Calligraphy fonts C1-C91 correspond to a Reaves invitation font; fonts C201 and above are only available as a calligraphy font. The size of the calligraphy on your envelopes will vary based on the style and envelope size. *Please note that Gold and Silver calligraphy can fill-in small letters.*

C1	<i>Mr. and Mrs. John Henry Smith</i>
C2	Mr. and Mrs. John Henry Smith
C3	<i>Mr. and Mrs. John Henry Smith</i>
C5	<i>Mr. and Mrs. John Henry Smith</i>
C6	<i>Mr. and Mrs. John Henry Smith</i>
C39	Mr. and Mrs. John Henry Smith
C46	<i>Mr. and Mrs. John Henry Smith</i>
C47	<i>Mr. and Mrs. John Henry Smith</i>
C79	Mr. and Mrs. John Henry Smith
C87	<i>Mr. and Mrs. John Henry Smith</i>
C88	Mr. and Mrs. John Henry Smith
C91	<i>Mr. and Mrs. John Henry Smith</i>
C201	MR. AND MRS. JOHN HENRY SMITH
C202	<i>Mr. and Mrs. John Henry Smith</i>
C203	Mr. and Mrs. John Henry Smith
C204	<i>Mr. and Mrs. John Henry Smith</i>
C205	Mr. and Mrs. John Henry Smith
C206	<i>Mr. and Mrs. John Henry Smith</i>
C207	Mr. and Mrs. John Henry Smith
C208	Mr. and Mrs. John Henry Smith
C209	Mr. and Mrs. John Henry Smith
C210	Mr. and Mrs. John Henry Smith
C211	<i>Mr. and Mrs. John Henry Smith</i>
C212	Mr. and Mrs. John Henry Smith