

# Reaves Engraving, Inc.

Affordable Elegance Since 1933

311 South King Street \* Laurinburg \* North Carolina 28352  
 Telephone 877-610-4499 \* info@reavesengraving.com \* www.reavesengraving.com

*Office Use Only*

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 facsimile 877-610-4344, then call 877-610-4499

If we need to contact you:  
 Days (.....).....  
 (.....).....  
 Bill to Name and Address  
 (if different from "Ship To:" information)  
 .....  
 .....  
 .....

Quantity	Please Circle	Paper	Item Description	Price
	Engraved Thermographed			
	Engraved Thermographed			
	Engraved Embossed Thermographed			
	Engraved Embossed Thermographed			
Subtotal				
Add sales tax for orders shipped to a North Carolina address				
Shipping and Handling Charges				
<b>TOTAL</b>				

**Shipping and Handling Charges**

Add \$2.00 for delivery to a residential address  
 Add \$2.50 for orders over \$50.00 shipping to addresses west of the Mississippi

If your order TOTAL is: Please add:  
 Under \$40.00 \$7.50  
 \$40.00 - \$49.99 \$8.00  
 \$50.00 - \$99.99 \$8.50  
 \$100.00 - \$199.99 \$10.00  
 \$200.00 - \$299.99 \$13.50  
 \$300.00 - \$399.99 \$15.00  
 \$400.00 - \$999.99 \$16.50  
 Over \$1000.00\* Free Ground Shipping  
 \*Excluding Sales Tax and Stamping Service

**Birth Announcements**

Paper Number \_\_\_\_\_ Typestyle \_\_\_\_\_  
 Quantity \_\_\_\_\_ Ink Color:  Standard or  \_\_\_\_\_  
 Embellishment:  None  Embossment \_\_\_\_\_  Other \_\_\_\_\_  
 Please print or type the text for your announcements. Attach an additional sheet if preferred.

1. ....  
 2. ....  
 3. ....  
 4. ....  
 5. ....  
 6. ....  
 7. ....  
 8. ....

Expedited shipping options are available for an additional cost based on the weight and destination of your order; call for details.

**Return Address on Envelope Flap**

Embossed \*  Engraved \*  Thermographed  
 Ink Color:  Standard or  \_\_\_\_\_  
 Typestyle \_\_\_\_\_

1. ....  
 (Name Optional)  
 .....  
 .....  
 .....  
 2. ....  
 (Name Optional)  
 .....  
 .....  
 .....

**Notes**

Paper Number \_\_\_\_\_ Quantity \_\_\_\_\_  
 Typestyle \_\_\_\_\_ or Monogram CL- \_\_\_\_\_  
 Ink Color:  Standard or  \_\_\_\_\_  
 Embossed  Engraved  Thermographed

1. .... 2. ....  
 Underline surname initial, if appropriate

**Correspondence Cards**

Paper Number \_\_\_\_\_ Quantity \_\_\_\_\_  
 Typestyle \_\_\_\_\_ or Monogram CL- \_\_\_\_\_  
 Ink Color:  Standard or  \_\_\_\_\_  
 Embossed  Engraved  Thermographed

1. ....  
 2. ....

**Methods of Payment:**  
 Check  MasterCard  Visa  
 Expiration Date \_\_\_\_ / \_\_\_\_ V-Code (CVV2) \_\_\_\_\_  
 Account Number \_\_\_\_\_  
 \_\_\_\_\_  
 (signature)

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