

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**

| Quantity | Paper | Item Description | Price |
|--|--|----------------------------------|-------|
| | <input type="checkbox"/> White <input type="checkbox"/> Ivory | Business Card Stock Cover | |
| | | Inner Letterhead Sheet(s) | |
| | | Holes Drilled (1/4 in. diameter) | |
| | | Colored Ink | |
| | | Additional Print Run | |
| | | Embossment | |
| | | Proof | |
| Subtotal | | | |
| Add sales tax for orders shipped to a North Carolina address | | | |
| Shipping and Handling Charges | | | |
| TOTAL | | | |

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 \$40.00 \$11.00
 \$40.00 - \$49.99 \$11.50
 \$50.00 - \$99.99 \$12.00
 \$100.00 - \$199.99 \$13.50
 \$200.00 - \$299.99 \$17.00
 \$300.00 - \$399.99 \$18.50
 \$400.00 - \$999.99 \$20.00
 Over \$1000.00* Free Ground Shipping
 *Excluding Sales Tax
 Expedited shipping options are available for an additional cost based on the weight and destination of your order; call for details.

For fastest processing of your order, please email us the text for your program as a Word document. We will follow your layout as best we can, but will provide suggestions if we feel another layout may be better (due to production, aesthetics or traditional standards).

Program Covers

Dimensions of the Cover: Flat ____" by ____" or Folded ____" by ____"
 Header/Accent Typestyle _____ Body/Text Typestyle _____
We recommend using a font from your invitations for accenting items (like your names) and a plain font for the text of the program. We will use Garamond for the body text unless you tell us otherwise.

Embellishment: None Embossment _____ Other _____
 Ink Color: Standard or _____

Inner Sheet

Header/Accent Typestyle _____ Body/Text Typestyle _____
 Ink Color: Black or _____

Any additional information or notes for our typesetters:

Methods of Payment
 See Wedding Order Form 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.