

# 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
	Embossed Engraved Thermographed		Monogram Notes	Set 1 Set 2
	Engraved Thermographed		Informal Notes	Set 1 Set 2
	Engraved Thermographed		Correspondence Cards	
			Return Address on Envelope Flaps	
	Engraved Thermographed		Calling Cards	
			Calling Card Envelopes	
			Social Stationery Letterheads with Envelopes	
			Photoproof - \$8.00 (will be emailed to the address you provided above)	
Additional Options		Extra Lines of Copy	x _____ # of lines @ \$4.75	
		Accent Marks	x _____ # of accents @ \$1.00	
		Colored Ink	x _____ # of items	
		Embossment	x _____ # of items	
		Holes Drilled (□1/8 in. or □1/4 in. diameter)	\$3.75 per 25 pairs of holes	
		Fast Service	\$10.00	
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

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

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.

<p><b>Monogram Notes</b>                  Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____  <input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed                  Monogram Number CL- _____                  1. .... 2. ....                  Underline surname initial</p>	<p><b>Informal Notes</b>                  Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____  <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed                  Typestyle Number _____                  1. ....                  2. ....</p>	<p><b>Return Address on Envelope Flap</b>  <input type="checkbox"/> Embossed <input type="checkbox"/> Engraved  <input type="checkbox"/> Thermographed                  Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____                  Typestyle 1) _____ 2) _____  <input type="checkbox"/> _____ Notes <input type="checkbox"/> Correspondence Cards                  1. ....                  .....                  .....                  2. ....                  .....                  .....</p>	
<p><b>Correspondence Cards</b>                  Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____  <input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed                  Typestyle or Monogram Number _____                  Layout : Centered, Cornered, Top &amp; Bottom                  1. ....                  2. ....</p>	<p><b>Calling Cards</b>                  Quantity _____ Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____  <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed                  Typestyle or Monogram Number _____                  1. ....                  2. ....</p>		
<p><b>Social Stationery Letterheads with Matching Envelopes</b>                  Quantity _____ <input type="checkbox"/> Engraved <input type="checkbox"/> Thermographed Ink Color: <input type="checkbox"/> Standard or <input type="checkbox"/> _____                  Typestyle or Monogram Number _____ Paper Color: <input type="checkbox"/> Ivory or <input type="checkbox"/> White                  1. _____ Name for Lettersheets 2. _____ Name for Envelopes Flap (if desired)                  _____ Street Address _____ Street Address                  _____ City, State Zip _____ City, State Zip</p>			