

# Reaves Engraving, Inc.

Fine Stationery Since 1933

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

## PART A

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 fax **877-610-4344**, then call **877-610-4499**

Quantity	Printing Process	Paper	Item Description	Price
	Engraved Thermographed Letterpressed		Wedding Invitations or Announcements <input type="checkbox"/> Include Tissues	
	Will be matched to your Invitations		Address on Envelope Flaps <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
			Extra Outside Envelopes - <input type="checkbox"/> With Return Address <input type="checkbox"/> Blank	
			Extra Inside Envelopes	
			Response Sets <input type="checkbox"/> Engraved Cards & Envelopes <input type="checkbox"/> Engraved Cards & Printed Envelopes <input type="checkbox"/> Letterpressed Cards & Printed Envelopes <input type="checkbox"/> Thermographed Cards & Envelopes	
			Reception Cards	
			Accessory Cards - Direction/Map/Accommodation/Etc. <input type="checkbox"/> 1 Sided Ink Color _____ (Email text and/or map) <input type="checkbox"/> 2 Sided	
	Thermographed Letterpressed		Save the Date Announcements or Rehearsal Dinner Invitations	
	Embossed Engraved Thermographed Letterpressed		Monogram Notes <input type="checkbox"/> Plain <input type="checkbox"/> Tripanel (W/CL only) <input type="checkbox"/> Panel	
	Engraved Thermographed Letterpressed		Informal Notes <input type="checkbox"/> Plain <input type="checkbox"/> Tripanel (W/CL only) <input type="checkbox"/> Panel	
	Embossed Engraved Thermographed Letterpressed		Correspondence Cards	
			Address on Social Envelopes <input type="checkbox"/> Engraved <input type="checkbox"/> Embossed <input type="checkbox"/> Thermographed <input type="checkbox"/> Letterpressed	
	Engraved Thermographed Letterpressed		Calling Cards <input type="checkbox"/> Envelopes for Mr. and Mrs. Cards	
			Napkins	

Bride's Last Name \_\_\_\_\_  
 Groom's Last Name \_\_\_\_\_  
 Wedding Date .....  
 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 and Stamping Service

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

Additional fees apply for the following services. See the "Miscellaneous Items/Services Prices" sheet for prices

Proof (will be emailed to the address provided above)	
Fast Service (Expedited Processing and Typesetting)	
*Calligraphy	
Stamp response envelope and/or outside envelope (only available with calligraphy)	
Extra lines of copy or Corner Copy	x _____ # of lines
Embossment _____	x _____ # of items
Colored Ink _____	x _____ # of items
Additional Press/Print Run (i.e. second color on invitations)	x _____ # of items
Bleed (Text or Design within 1/4" of a paper's edge)	x _____ # of items
Envelope Linings _____	\$ _____ per 25 inner envelopes
Backing Layer _____	\$ _____ per 25 pieces
Rounded Corners	x _____ # of items
1/4" Holes Drilled	

Subtotal

Shipping and Handling Charges  Residential Address  
 Commercial Address

Add sales tax for orders shipped to a North Carolina address

**TOTAL**

\*The calligraphy option must be indicated above to insure that your order is routed through the Calligraphy Department.

**Methods of Payment**  
 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.

**PART B**

**Invitations or Announcements**

We will coordinate all wedding ensemble items with this information.

Text Layout:

- Centered
- Flush Left
- Flush Right

Embossment \_\_\_\_\_

Motif/Other \_\_\_\_\_

Motif Layout: *Vertical*:  Top  Center  Bottom

*Horizontal*:  Center  Left  Right

Please print or type the text for your invitations or announcements. Attach an additional sheet if preferred.

	Font	Ink Color
1. ....		
2. ....		
3. ....		
4. ....		
5. ....		
6. ....		
7. ....		
8. ....		
9. ....		
10. ....		
11. ....		
12. ....		
13. ....		
14. ....		
Extra.....		
Extra.....		

*Please indicate below any additional information the typesetter should know for your order:*

**Reception Cards**

	Font	Ink Color
1. ....		
2. ....		
3. ....		
4. ....		
Extra .....		
Extra .....		

**Napkins/Matches**

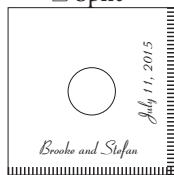
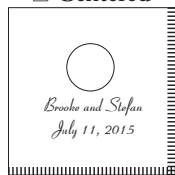
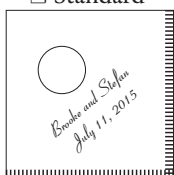
Napkin Color: \_\_\_\_\_  Imprint Color: \_\_\_\_\_ or  Embossed  
Font \_\_\_\_\_ Motif/Monogram \_\_\_\_\_

*Using a font or monogram other than the one shown on the sample, incurs an additional die charge.*

Standard

Centered

Split



**Response Cards**

- Use the wording below or
- See attached sheet for alternate wording

*The favour of a reply is requested*

*before the* .....

*M* \_\_\_\_\_ (Print date above e.g., the first of May)

*will* \_\_\_\_\_ *attend*

Extra .....

Extra .....

Extra .....

Extra .....

**Return Address on Response Envelopes**

.....

.....

.....

.....

**Return Address on Envelope Flaps**

Ink Color:  Standard or  \_\_\_\_\_ Font \_\_\_\_\_

(Name Optional)

\_\_\_\_\_ Notes  Correspondence Cards

Ink Color:  Standard or  \_\_\_\_\_ Font \_\_\_\_\_

(Name Optional)

**Monogram Notes**

Quantity \_\_\_\_\_ Ink Color:  Embossed or  \_\_\_\_\_

Monogram Number CL- \_\_\_\_\_

1. .... 2. ....  
Underline surname initial

**Informal Notes**

Quantity \_\_\_\_\_ Font \_\_\_\_\_

Ink Color:  Standard or  \_\_\_\_\_

1. ....

2. ....

**Correspondence Cards**

Quantity \_\_\_\_\_ Ink Color:  Standard or  \_\_\_\_\_

Font or Monogram Number \_\_\_\_\_

Layout :  Centered  Cornered  Top & Bottom

1. ....

2. ....

**Calling Cards**

Quantity \_\_\_\_\_ Ink Color:  Standard or  \_\_\_\_\_

Font or Monogram Number \_\_\_\_\_

1. ....

2. ....