

ORDER FORM FOR PLACECARDS



110 Oak Hill Street Suite 100
Newton Centre, Ma 02459

PLEASE TYPE OR PRINT CLEARLY

NAME	TODAY'S DATE
ADDRESS	FUNCTION DATE
CITY/TOWN	SUITE/APT number
Phone(H)	STATE ZIP
Phone(Cell)	Phone(work)
E-Mail:	

ORDER DETAILS

SHIP TO <input type="checkbox"/> IF SAME AS ABOVE	SPECIAL INSTRUCTIONS
NAME	
ADDRESS	INK COLOR <input type="checkbox"/> BLACK
CITY/TOWN	<input type="checkbox"/> COLOR <small>SWATCH ENCLOSED</small>
GUEST LIST <input type="checkbox"/> ENCLOSED (ON DISK)	TYPESTYLE <small>CHOOSE OFF OUR WEB PAGE</small>
<small>Saved as an ASCII file, or .TXT file or .DOC file. Typed in continuous column</small> <input type="checkbox"/> E-MAILED (TODAY)	<input type="checkbox"/> MATCH INVITATION <input type="checkbox"/> <small>ONE INVITATION ENCLOSED</small>
E-MAIL (TO-FOLLOW)	SPECIAL INSTRUCTIONS
NUMBER PLACECARDS <small>FOR CALLIGRAPHY</small>	
<input type="checkbox"/> PLACECARDS ENCLOSED	
<input type="checkbox"/> ORDERING STOCK PLACECARDS	
ITEM NUMBER	
QUANTITY COLOR	<i>Please E Mail us on the day you ship your placecards</i>

SHIPPING YOUR ENVELOPES TO US

Ship your placecards using a carrier that requires a signature. This could be UPS, USPS (priority mail with receipt), FEDEX, OR AIRBORNE EXPRESS. Keep the tracking number and e-mail it to us so that we may watch for your shipment.

If you do not need rush service, send via regular ground. Pack your placecards in corrugated cardboard boxes (you can buy at Staples, Officemax, Office Depot, etc). If you are using your original shipping boxes from the placecards, make sure you obliterate the previous ship to/ship from addresses.

Send us ALL the placecards you ordered. We will return unused ones to you. Allow for 10% extra for alignment, mistakes, etc.

ANY QUESTIONS-CALL US. THAT'S WHY WE'RE HERE!

1-866-65-WRITE