



2800 Gholson Rd. P.O. Box 2660
 Waco, TX 76702-2660
 Customer Service 800-448-2839 Fax 800-521-8576

FOR FAX ORDERS:
 PAGE _____ OF _____

ENCLOSURE ORDER BLANK

DO NOT WRITE IN THE SPACE ABOVE

ORDER CHECKLIST

Please use this checklist to assist you in avoiding common omissions and errors.

I have checked my order form to ensure that each item has the following:

- Item Number
- Ink (or Foil) Color
- Quantity
- Font Selection
- Design (If Applicable)
- Clearly Printed or Typed Wording

I have made sure to avoid these common issues:

- I made sure to include the specific design number requested.
- If ordering lined envelopes, I made sure to select only from the colors shown on the page with the invitation.
- If the invitation comes with a choice of ribbon color, I have indicated the ribbon color in the Special Instructions.
- If the invitation comes with a choice of seal, I have indicated the seal.
- If a verse is selected, I have included all information that is required in the verse such as the date and time of the event.

Account #
P.O. #
Date Ordered

RESPOND CARD SET

Quantity	Item Number	Lettering	Ink Color	Verse	<input type="checkbox"/> Proof Requested
1					
2					
3					
4					
5					

RESPOND ENVELOPE ADDRESS (REQUIRED WITH RESPOND CARD)

Lettering	Ink Color	<input type="checkbox"/> Proof Requested
1		
2		
3		

RECEPTION CARD

Quantity	Item Number	Lettering	Ink Color	Verse	<input type="checkbox"/> Proof Requested
1					
2					
3					
4					
5					

PERSONALIZED OR BLANK SEAL

Quantity	Item Number	Lettering
<input type="checkbox"/> Proof Requested	Ink Color	
1		
2		

SPECIAL INSTRUCTIONS

Please indicate which instructions go with each part

Requested Proofs Should Be Sent

Supply information for store, not the customer

By Email _____

-Or-

By Fax _____

DROP SHIPMENT (BOX MUST BE MARKED)
 EXTRA CHARGES WILL APPLY
 Specify Address Below

Name: _____

Company: _____

Address: _____

City: _____

State, Zip: _____

ALL ORDERS WILL BE SHIPPED BY
 UPS OR FEDEX GROUND
 UNLESS OTHERWISE SPECIFIED BELOW

- UPS NEXT DAY AIR
- UPS 2ND DAY AIR
- UPS 3RD DAY SELECT
- FEDEX OVERNIGHT
- FEDEX 2ND DAY AIR

ADDITIONAL SHIPPING CHARGES WILL APPLY