



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

FOR FAX ORDERS:
 PAGE _____ OF _____

GRADUATION ORDER BLANK A

DO NOT WRITE IN THE SPACE ABOVE

SPECIAL INSTRUCTIONS

If additional wording is required, please send in a separate order blank with the wording.

	Account #
	P.O. #
	Date Ordered

FOLLOW WORDING EXACTLY AS SHOWN ON FORM LINES CENTERED EXACTLY LIKE SAMPLE

Quantity	Item Number	Lettering	Lined Env. Color (If Applicable)	Color of Print	Format
		Verse			
Photo Design #					

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	

IMPORTANT NOTICE
 Call attention to the unusual spelling of names.
 Make capitals and spacing distinct.

MASCOT

Design Number _____

Screened Behind Text

On Front of Invitation

On Inside of Invitation

PROOF (Check if requesting a Proof)
 Supply information for store, not the customer

By Email _____

-Or-

By Fax _____

FRONT COPY	Front Design Number
1	
2	
3	

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

Name: _____

Company: _____

Address: _____

City: _____

State, Zip: _____

MIDDLE COPY	Motto or Verse
1	
2	
3	

OUTER ENVELOPE FLAP RETURN ADDRESSING			
Quantity	Lettering	Ink Color	<input type="checkbox"/> Proof Requested
1			
2			
3			

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

SENDING ANY ARTWORK BY

Emailed to **socialart@tatex.com** File Name: _____

Sent original artwork **by mail** Date Sent: _____



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FOR FAX ORDERS:
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GRADUATION ORDER BLANK B

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 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.

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

Account #	
P.O. #	
Date Ordered	

NAME CARDS

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

SEALS

Quantity	Item Number
1	
2	

NAPKINS

Quantity	Item Number	Layout	Lettering (Extra charge will apply)	Foil Color	Design Number	<input type="checkbox"/> Proof Requested
1						
2						
3						

MEMORY BOOK

Quantity	Item Number
1	
2	

THANK YOU CARDS

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

SENDING ANY ARTWORK BY

SPECIAL INSTRUCTIONS

Emailed to **socialart@tatex.com**

File Name: _____

Sent original artwork by mail

Date Sent: _____

Requested Proofs Should Be Sent

Supply information for store, not the customer

By Email _____

-Or-

By Fax _____

Please indicate which instructions go with each part