



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 \_\_\_\_

**INVITATION ORDER BLANK**

DO NOT WRITE IN THE SPACE ABOVE

	Account #
	P.O. #
	Date Ordered

**FRONT COPY** Verse

1	
2	
3	

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

Quantity	Item Number	Lettering	Lined Env. Color (If Applicable)	Color of Print	Design or Monogram
Page #	<input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Beautygraved	Verse			

**MIDDLE COPY** Verse

1	
2	
3	

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

**SPECIAL INSTRUCTIONS**

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

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

**PROOF** (Check if requesting a Proof)  
 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: \_\_\_\_\_

Corner Copy (must be marked if corner copy is requested)

17	
18	
19	
20	

**OUTER ENVELOPE FLAP RETURN ADDRESSING**

Quantity	Lettering	Ink Color	<input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Beautygraved
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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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**ENCLOSURE ORDER BLANK**

DO NOT WRITE IN THE SPACE ABOVE

Account #	
P.O. #	
Date Ordered	

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

**RESPOND CARD SET**

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

Name: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_  
 State, Zip: \_\_\_\_\_

**RESPOND ENVELOPE ADDRESS (REQUIRED WITH RESPOND CARD)**

Quantity	Lettering	Ink Color	<input type="checkbox"/> Proof Requested
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

**RECEPTION CARD**

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

**Requested Proofs  
 Should Be Sent**

Supply information for store,  
 not the customer

By Email \_\_\_\_\_

-Or-

By Fax \_\_\_\_\_

**SPECIAL INSTRUCTIONS**

Large empty box for special instructions.



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FOR FAX ORDERS:  
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**ACCESSORY ORDER BLANK**

**DO NOT WRITE IN THE SPACE ABOVE**

Account #  
 P.O. #  
 Date Ordered

**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.

**THANK YOU / INFORMAL NOTE**

Quantity	Item Number	Lettering	Ink Color	Verse	<input type="checkbox"/> Proof Requested
			<input type="checkbox"/> Embossed <input type="checkbox"/> Engraved <input type="checkbox"/> Beautygraved		

1	
2	
3	
4	
5	

**NAPKINS**

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

**PERSONALIZED OR BLANK SEALS**

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

1	
2	

**SPECIAL INSTRUCTIONS**

**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**