



ENVELOPE ADDRESSING/CALLIGRAPHY ORDER FORM

(special note: include this form when shipping your order to us)

Event Date: ___ / ___ / ___		Event Type: _____	
Client's Name _____			
Street Address: _____			Apartment # _____
City: _____		State: _____	Zip: _____
Day Telephone: () _____		Email Address: _____	

TYPE OF ORDER: ___ Envelope Addressing ___ Place Cards ___ Seating Chart ___ Other: _____ ___ HAND-CALLIGRAPHY (refer to lettering style sheet)			
Calligraphy type: ___ Ornate Italic Script ___ Simplified Italic Script ___ Upright Script		Lettering Style: _____	
___ COMPUTER-ADDRESSED (refer to lettering style sheet)			
Addressing type: ___ Ornate Style ___ Traditional ___ Block ___ Signature Style		Lettering Style: _____	

- \$ _____ = Envelope Addressing Fee (min. qty: 35):
 \$ _____ / per address x _____ quantity
- \$ _____ = Add colored ink fee (if applicable)
- \$ _____ = Add artwork (hand-calligraphy only)
- \$ _____ = Add scrollwork (hand-calligraphy only)
- \$ _____ = Other calligraphy _____
- \$ _____ = Rush Fee (if applicable)
- \$ _____ = Shipping Charge (if applicable)
- \$ _____ = 6% Connecticut Sales Tax
- \$ _____ = **TOTAL Less Deposit \$ _____**
- \$ _____ = **BALANCE DUE (upon pick-up)**

AMOUNT TO BE CHARGED: \$ _____ ___ VISA ___ MC ___ DISC CC #: _____ Expiration Date: ___ / ___ (MM/YY) 3-Digit Code: _____ Name on Credit Card: _____ Address (where statement is mailed) Street: _____ City: _____ State: _____ Zip: _____

SHIP ORDER TO: (extra shipping charge will apply)
Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____

TERMS AND CONDITIONS FOR YOUR ENVELOPE ADDRESSING/CALLIGRAPHY ORDER:

We require a 50% non-refundable deposit*; the balance is due when you come to pick-up your order or when it is ready for shipment out of state. *Note: if time allows (non-rush orders) you will have 24 hours to cancel or change an order following the deposit, in which the deposit will be refunded to you less a \$25 cancellation fee. Once the 24-hour period passes and the calligrapher schedules and begins work, the order is non-cancellable for us; therefore, this order is a FINAL sale. _____ Customer Initial

Hand-calligraphy orders must be typed or a \$20 charge will be assessed for handwritten addresses that are not eligible or clear and questions arise (please use our online etiquette guide). All computer-addressed envelope orders require that you fill out your guest list in our Excel sheet format (no exceptions). This will be emailed to you upon receipt of your deposit. We require 15% extra envelopes to do hand-calligraphy and 10% extra envelopes are needed to do computer-addressed envelopes. This will be our allowable margin for any errors, additions or changes that arise. You will be fully responsible for ordering additional envelopes if extra envelopes are not supplied. _____ Customer Initial

PAYMENT OPTIONS

We accept credit card (Visa, MasterCard or Discover) or a personal check for the deposit (not the final payment). Please note: since the calligraphy is a special order: for the final payment, we accept either cash, money order or a certified check (a personal check will be accepted, however your order will be held for one-week prior to pick-up or shipping the order out-of-state. _____ Customer Initial

I have read and agree to the terms and conditions above: Accepted by: _____ Date: _____
