



Dealer Name and Address

Dealer Account No.

Your P.O. Number (if needed)

Date Ordered: \_\_\_\_\_

Attention: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

THIS BOX FOR OFFICE USE ONLY

Please Indicate any Address or Phone Number Changes in the Above Preprinted Address Box  
Type or Print Clearly - Use Separate Order Blank for Each Printed Item - including napkins

Quantity

Item No.

Lettering Style

Ink Color

Verse No.

Napkin Foil Color

Design Number

Napkins only

Check box for "Follow Wording Exactly." Show relative placement of lines below (flush left, flush right, centered, etc.).

**CHECK BOX (  ) FOR ANY LINES TO BE PRINTED IN LARGER LETTERING SIZE**

If no boxes are checked, we will print lines for verse as sampled in album or use our discretion for lettering size.  
We will use our discretion to combine or split lines to fit print area of invitation selected.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_
- 15. \_\_\_\_\_
- 16. \_\_\_\_\_
- 17. \_\_\_\_\_
- 18. \_\_\_\_\_

Left Corner Copy (if applicable)

or additional lines of copy

Right Corner Copy (if applicable)

**SPECIAL INSTRUCTIONS**

Indicate unusual placement or size of copy or we will use our discretion when printing.  
**Diagram for clarity.**

Proof Needed

Use separate sheet if necessary.

**DROP SHIP TO CUSTOMER**

There is a \$1.00 charge for this service.  
Note: Certain carriers do not deliver to a P.O. Box.

Company or Name

Street Address

Apt. or Suite #

City

State

Zip

**SHIPPING**

Indicate any special shipping instructions below.  
Otherwise all orders will be shipped ground service.

**ORDER SUPPLIES HERE**

CHECK HERE FOR EXTRA ORDER BLANKS

Return Address For Envelope Flap (Two lines of copy before extra charge)

Address For Respond Envelope (Three lines of copy before extra charge)

**ORDER BLANK OR PERSONALIZED SEALS HERE**

Quantity	Item Number	Description	Lettering Style Personalized Only	Ink Color Personalized Only

**OFFICE USE ONLY**

**ORDER COLORED ENVELOPES HERE**

Quantity	Item Number	Color

**ORDER BOWS HERE**

Quantity	Item Number	Color

Copy has been read and is correct:

YOUR CUSTOMER'S SIGNATURE X \_\_\_\_\_

SALES REP. \_\_\_\_\_

RETAIL PRICE \$ \_\_\_\_\_

SALES TAX \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

DEPOSIT OF \$ \_\_\_\_\_

AMOUNT DUE \$ \_\_\_\_\_