

**CONTACT INFO**

Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
 \_\_\_\_\_

**A QUICK NOTE**

Enter a promo code or any other important items we need to know.

\_\_\_\_\_  
 \_\_\_\_\_

**SHIPPING**

**ADDRESS**

Ship to billing address

Drop ship to: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**METHOD**

USA:  UPS Ground (\$15)  UPS 3-day (\$35)  
 UPS 2-day (\$55)  UPS Overnight (\$85)  
 UPS Overnight, Saturday delivery (\$100)

CANADA:  UPS Ground (\$25)  UPS 3-day (\$100)

INTERNATIONAL UPS Worldwide Saver, 2-day:  
*International clients will be responsible for all import duties and taxes. We would be happy to provide your estimated landed cost, including duties, upon request. Email info@bellafigura.com.*

United Kingdom (\$150)  Australia (\$150)  
 West / Central Europe (\$200)

OTHER (please contact us):  \_\_\_\_\_

**RUSH AND SPECIAL SERVICES**

Rush service (50% upcharge) – Ship entire order 5 business days from approval date. Please call to confirm.

Early envelopes (\$100 retail if printed and/or lined) – Ship 5 business days from approval date.

Do you need any pieces (such as outer/inner envelopes) shipped to a different location?

Yes, ship these pieces: \_\_\_\_\_

to this address: \_\_\_\_\_  
 \_\_\_\_\_

via this shipping method (see left): \_\_\_\_\_

**DIGITAL PROOF**

Digital proofs are required for all digital photos or custom digital colors. Shipping information for your digital proof:

Ship to billing address  Ship to this address:

\_\_\_\_\_  
 \_\_\_\_\_

via:  USPS Priority Mail (FREE)  UPS 2-day (\$20)

UPS Overnight (\$30)  UPS Worldwide Saver (\$60)

**GIVING BACK**



**1% FOR THE PLANET**

Bella Figura donates 1% of sales to eco causes through 1% For the Planet. To which charity should we send this order's 1%?

- The Conservation Fund
- Earthworks
- Onondaga Earth Corps

**PLANT A TREE**

Donate \$10 to plant 10 trees via *American Forests*, and we'll match your donation.

If you previously purchased samples, we can:

- Donate the cost to your eco cause.
- Deduct the cost from your final balance.

**MEDIA**

Will you let us share your order with the world (to possibly be featured on our blog, in mailings, etc.)?

- Yes, gladly!
- No, thank you.

PROOFS Proofs take up to 3 business days; proofs with calligraphy or custom design take up to 6 business days. Initial proof and two rounds of changes are free; each round thereafter is \$40. DELIVERY AND SHIPPING Standard turnaround time for all orders is 10 business days from proof approval. RUSH Rush jobs are accepted based on availability. Please contact us before placing a rush order. CANCELLATIONS Cancellations for approved orders will not be accepted. Cancellations before proof approval may be accepted for a fee.

**DESIGN BASICS**

Design name: \_\_\_\_\_

Paper stock:  Bella Smooth Cotton  Bella Cotton

Paper color:  White  Ivory  Submitted paper

Submitting art or photo  Match to previous order

Fonts from sample  Layout from sample

Font name(s): \_\_\_\_\_

Hand calligraphy style name: \_\_\_\_\_

*We match to our 2013 letterpress ink swatches unless you notify us.*

*We include 10% additional addressable envelopes and moistener.*

# of calligraphy lines  
die-cut style (CH/L/C)  
orientation (V/H/S/O)  
corner rounding  
print on both sides  
(pp/print on both sides)

**CARDS**

| Piece name | Size | QTY | 1-ply or 2-ply | Letterpress ink(s) | Foil color(s) | Digital color(s) | Edge paint color | Foil edge color |  |  |  |  |                          |                          |
|------------|------|-----|----------------|--------------------|---------------|------------------|------------------|-----------------|--|--|--|--|--------------------------|--------------------------|
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |
|            |      |     |                |                    |               |                  |                  |                 |  |  |  |  | <input type="checkbox"/> | <input type="checkbox"/> |

**ENVELOPES**

| Envelope<br><i>(Note square or pointed flap)</i> | QTY | Envelope color | Letterpress ink(s) | Foil color(s) | Digital guest addressing | Digital return addressing | Digital addressing color(s) | Envelope liner type | Envelope liner color(s) |
|--|-----|----------------|--------------------|---------------|--------------------------|---------------------------|-----------------------------|---------------------|-------------------------|
|  |     |                |                    |               | <input type="checkbox"/> | <input type="checkbox"/>  |                             |                     |                         |
|  |     |                |                    |               | <input type="checkbox"/> | <input type="checkbox"/>  |                             |                     |                         |
|  |     |                |                    |               | <input type="checkbox"/> | <input type="checkbox"/>  |                             |                     |                         |
|  |     |                |                    |               | <input type="checkbox"/> | <input type="checkbox"/>  |                             |                     |                         |
|  |     |                |                    |               | <input type="checkbox"/> | <input type="checkbox"/>  |                             |                     |                         |

**POCKETFOLD & PROGRAM**

Pocketfold Paper color: \_\_\_\_\_

Printing method/colors: \_\_\_\_\_

Exterior pattern: \_\_\_\_\_

Interior pattern: \_\_\_\_\_

Digitally printed interior program pages

Digital ink color(s): \_\_\_\_\_

Program assembly?  Yes  No

Ribbon color: \_\_\_\_\_

**OTHER EMBELLISHMENTS**

*Describe custom stamp, custom artwork, etc.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CLIENT ORDER FORM 2015

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Syracuse, New York 13204

phone: 866-699-6040

fax: 315-473-0967

email: info@bellafigura.com

www.bellafigura.com



**CONTACT INFO**

Please email us your text for all pieces in a separate text document. In the text document, note upper/lower case letters, indicate spacing, fonts and colors. Also, check spelling, and include any other important information. Use the sketch areas below for drawings, notes, diagrams, and anything else not covered on previous pages.

**YOUR LAST NAME**

\_\_\_\_\_

**ADDITIONAL DESIGN NOTES**

*Helpful details to include: names and placement of motifs, fonts, colors, patterns, monograms, anything that is very custom or out of the ordinary.*

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**ADDITIONAL DESIGN NOTES**

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