

Reaves Engraving, Inc.

Genuine Engraving Since 1933

311 South King Street * Laurinburg * North Carolina 28352

Telephone 877-610-4499 * Facsimile 877-610-4344

www.reavesengraving.com

Ship To: Name _____ Phone _____
Street _____ Wedding Date _____
City _____ State _____ Zip _____
Email _____

Calligraphied Seating Cards Order Form

	Paper	Item Description	Price Each	Quantity	Extended Price
Option A	Ivory	Tent Card -- Name on Front	\$0.65		
Option B	Ivory	Tent Card - Name and "Table number ____" or "Table number 1" (2,3...) on Front	\$0.65		
Option C	Ivory	Tent Card -- Name on Front and "Table number ____" on Inside	\$0.95		
Option D	Ivory	Tent Card -- Name on Front and "Table number 1" (2, 3...) on Inside	\$1.45		
Option E	Ivory	Card and Envelope -- Name on Envelope and "Table number ____" on Card	\$0.95		
Option F	Ivory	Card and Envelope -- Name on Envelope and "Table number 1" (2, 3...) on Card	\$1.05		
Option G	Ivory	Card Only -- Name and "Table number 1" (2, 3...) or other personalization	\$0.45		
Option H	Ivory	Open Stock Seating Cards "_____" and "Table number ____"	\$0.40		
	Ivory	Table Card -- Table number or Table name (3 1/2" by 4 7/8")	\$0.80		
		Add printed/thermographed text or image to any card* _____	\$35/100		
		Add _____ embossment to any card**	\$45/100		
		Subtotal			
		Sales Tax (for orders shipping to a NC address)			
		Shipping and Handling			
		Total			

Available Lettering Styles

Allegro - *Mrs. Smith* Italic - *Mrs. Smith* Solid Antique Roman - Mrs. Smith
Bernhard Fashion - Mrs. Smith Roundhand - *Mrs. Smith* Zapf Chancery - *Mrs. Smith*

Other Lettering Styles are available, but are not recommended due to the small lettering size required of most seating cards.

Methods of Payment: ☐ See Wedding Order Form ☐ Check ☐ MasterCard ☐ Visa

Expiration Date ____ / ____ V-Code (CVV2) ____

Account Number _____

(signature)

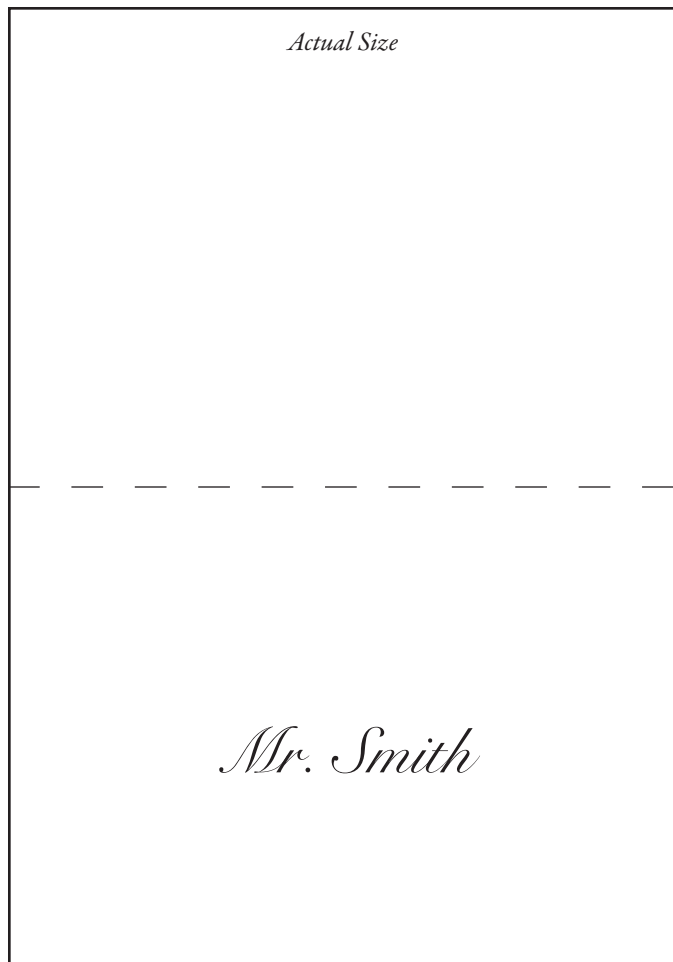
It is Reaves' policy to charge your credit card after completion of calligraphy to ensure we bill you only for those items that we do calligraphy rather than the estimated quantity listed above.

Once you have selected your seating card options and sent in your completed order form, email your list to calligraphy@reavesengraving.com. Please visit www.reavesengraving.com for information on setting up your list and for other information. After receipt of your list, we will process the list and email a proof list back to you within two working days. When you receive the proof list, carefully check it to make sure there were no errors in the conversion process. Email or call with changes or approval of the list and we will proceed with the calligraphy. Calligraphy should be completed within two working days of proof approval.

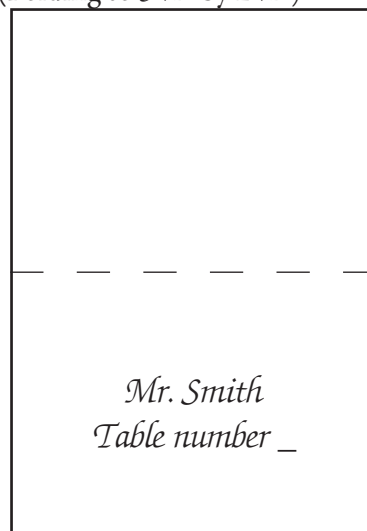
*Allow one week for production of the seating cards; ink colors other than black incur additional costs

**Allow two weeks for production of the seating cards, Custom Dies available at additional cost.

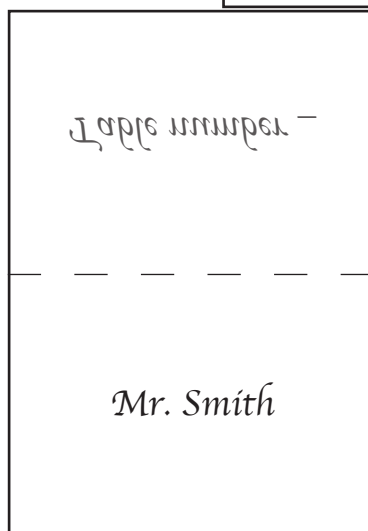
Tent Card Options - Actual cards are 3 ½" by 5" (Folding to 3 ½" by 2 ½")



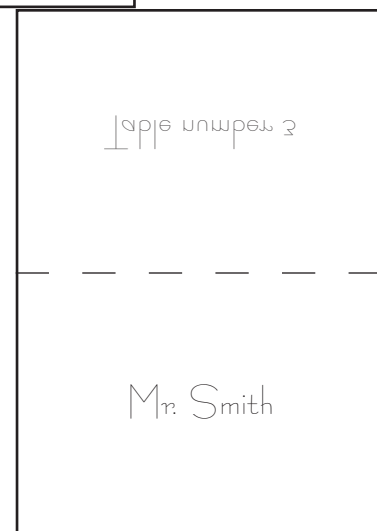
Option A
Tent Card -- Name or Name and "Table number ____" on Front



Option B
Tent Card -- Name and
Table number __ on Front

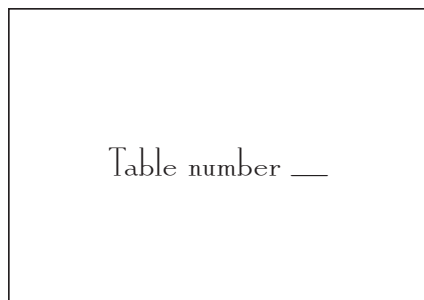


Option C
Tent Card -- Name on Front and
Table number __ on Inside

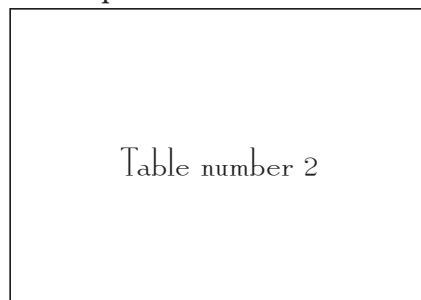


Option D
Tent Card -- Name on Front and
Table number 1 (2, 3...) on Inside

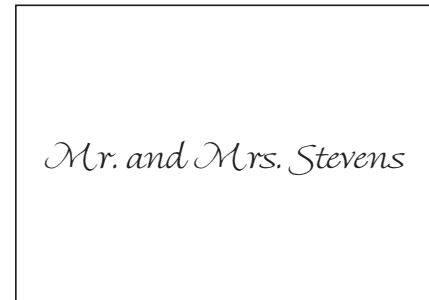
Card Options - Actual cards are 3 ½" by 2 ½"



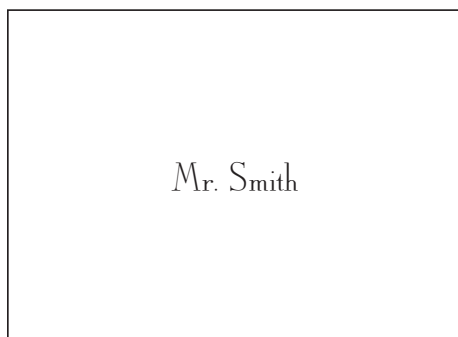
Option E
"Table number __" on Card



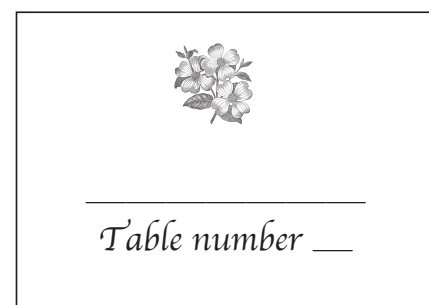
Option F
"Table number 1" (2, 3...) on Card



Option G
Name or other personalization on Card



Envelope for Option E or F
Envelope is 3¾" by 2¾"



Option H
Open Stock Seating Card
with Optional Dogwood Embossment