

## Envelope Addressing and Place Card Order Form

### I. Envelopes:

- Mailing Address: 60¢/envelope
- Return Address on same envelope: 25¢/envelope

1. Mailing Address Font: *Please provide sample if available*

\* Font name if available \_\_\_\_\_

Letter Style

- Script*       Block

Letter Format

- Serif       Sans Serif

Capitalization Format

- CAPS       SMALL CAPS       Initial Caps

2. Return Address Font: *Please provide sample if available*

\* Font name if available \_\_\_\_\_

Letter Style

- Script*       Block

Letter Format

- Serif       Sans Serif

Capitalization Format

- CAPS       SMALL CAPS       Initial Caps

3. Return Address Placement:

- Top left:
- Centered on back flap:
- Blank if printed or for your own embossing:



4. Font Color:

- Black
- Match invitation font color (*please provide sample*)
- Complement envelope lining color (*please provide sample*)

5. Address Source:

- Formatted Microsoft Excel Spreadsheet (Separate columns for each field) – no additional cost
- Microsoft Word / Text/ Unformatted Microsoft Excel Document – \$40/an hour for data entry/transfer/ clean-up
- Written or printed list – \$60/an hour for data entry/transfer

### II. Place cards: (For additional names, fees are the same as for envelopes)

- 50¢ per place card name (using existing list)
- \$30 per 100 place cards to order
- Table numbers – 25¢ per card

1. Numbering Format:

- a. 1
- b. Table 1
- c. Table #1

2. Place Card font: *Please provide sample if available*

\* Font name if available \_\_\_\_\_

a. Letter Style

- Script*       Block

b. Letter Format

- Serif       Sans Serif

c. Capitalization Format

- CAPS       SMALL CAPS       Initial Caps

Name: _____	
Address: _____	
Home Ph: _____	
Cell Ph: _____	
Fax: _____	
Email: _____	
Sample requested	Sample not needed

Requested Return Time:
<input type="checkbox"/> Standard Service (8 days or more) – no extra charge
<input type="checkbox"/> Expedited Service (4-7 days) – \$20 per 50 pieces
<input type="checkbox"/> Rush Service (3 days or less) – \$20 per 25 pieces

Today's Date: _____
Requested Completion Date: _____
Customer Signature: _____
Allure Graphics Signature: _____