

ORDER FORM FOR ENVELOPE ADDRESSING

110 Oak Hill Street Suite 100
Newton Centre, Ma 02459

RUSH!
Extra charges
apply

PLEASE TYPE OR PRINT CLEARLY

NAME	TODAY'S DATE
ADDRESS	FUNCTION DATE
CITY/TOWN	SUITE/APT number
Phone(H)	STATE ZIP
Phone(Cell)	Phone(work)
E-Mail	

ORDER DETAILS

SHIP TO <input type="checkbox"/> IF SAME AS ABOVE	SPECIAL INSTRUCTIONS
NAME	
ADDRESS	INK COLOR <input type="checkbox"/> BLACK
CITY/TOWN	<input type="checkbox"/> COLOR <small>SWATCH ENCLOSED</small>
GUEST LIST <input type="checkbox"/> ENCLOSED (ON DISK)	TYPESTYLE <small>CHOOSE OFF OUR WEB PAGE</small>
<small>Saved as an ASCII file, or .TXT file or .DOC file. Typed in continuous column</small> <input type="checkbox"/> E-MAILED (TODAY)	<input type="checkbox"/> MATCH INVITATION <input type="checkbox"/> ONE INVITATION ENCLOSED
<input type="checkbox"/> E-MAIL (TO-FOLLOW)	<input type="checkbox"/> OUTER ENVELOPES <small>QUANTITY SENT</small>
NUMBER ENVELOPES <small>TO BE ADDRESSED</small>	<input type="checkbox"/> INNER ENVELOPES <small>QUANTITY SENT</small>
<input type="checkbox"/> PRINT RETURN ADDRESS ON FLAPS	
NAME	
ADDRESS	
CITY/TOWN	<i>Please E Mail us on the day you ship your envelopes</i>

SHIPPING YOUR ENVELOPES TO US

Ship your envelopes using a carrier that requires a signature. This could be UPS, USPS (priority mail with receipt), FEDEX, OR AIRBORNE EXPRESS. Keep the tracking number and e-mail it to us so that we may watch for your shipment.

If you do not need rush service, send via regular ground. Pack your envelopes in corrugated cardboard boxes (you can buy at Staples, Officemax, Office Depot, etc). If you are using your original shipping boxes from the envelopes, make sure you obliterate the previous ship to/ship from addresses.

Send us ALL the envelopes you ordered. We will return unused ones to you. Allow for 10% extra for alignment, mistakes, etc and for extra thick envelopes, allow for 20 extra ones.

ANY QUESTIONS-CALL US. THAT'S WHY WE'RE HERE!