



phone 513.831.0523
fax 513.831.0103 | fax 866.317.4157
email orders@stationeryworks.com

Please Send:
[] QUOTE ONLY
[] PROOF & PRICING

Date _____
Page ____ of ____

Retailer Information

- DESIGNERS' FINE PRESS []
CHECKERBOARD []
LALLIE []

DEALER/STORE NAME
PHONE NUMBER CONTACT NAME
EMAIL ADDRESS

Order Information

CLIENT NAME
REFERENCE INFO (PRIOR ORDER, QUOTE, EMAIL)
ALBUM, SUITE NAME OR ITEM NO.

Shipping [] GROUND [] 2 DAY [] 3 DAY [] OVERNIGHT | [] SHIP TO STORE [] DROP SHIP TO RETURN ADDRESS (fee applies)
[] DROP SHIP TO ALTERNATIVE ADDRESS: (fee applies)

QTY (CARD):

TEXT

- [] SUPPLIED DIGITALLY (Word Document, PDF, email, etc.)
[] SUPPLIED ON WORDING FORM (see next page)
[] SUPPLIED ARTWORK (all text converted to outlines)

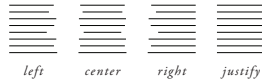
FINISHED SIZE [] as shown or...

- [] 4Bar (4.875" x 3.5") [] A9 (8.5" x 5.5") [] Supreme (7.75" x 7.75")
[] A2 (5.5" x 4.25") [] A10 (9.25" x 5.75") [] Grandee (9.75" x 4.75")
[] A6 (6.25" x 4.5") [] Duchess (7.88" x 5.88") [] Royalty (8.875" x 6.125")
[] A7 (7" x 5") [] No. 10 (9.25" x 4")
[] A8 (7.75" x 5.25") [] Marquis (6.75" x 6.75")
[] Monarch (7.25" x 3.625") [] Custom
[] Baronial (5.25" x 5.25")

ORIENTATION [] as shown or...



LAYOUT [] as shown or...



PAPER [] as shown or...

- [] Top Layer:
[] Middle Layer:
[] Flush (2 ply)
[] Reveal 1/16" 1/8" 1/4" 3/8"
[] Bottom Layer(s):
[] Flush (3+ ply)
[] Reveal 1/16" 1/8" 1/4" 3/8"

PRINT METHODS & COLORS [] as shown or...

- [] Letterpress: ink color
[] Thermography/Flat: ink color
[] Foil: foil color
[] Embossing:
[] Digital: ink color

TYPESETTING [] as shown or...

- [] Font 1: Case AA AA Aa aa
[] Font 2: Case AA AA Aa aa
[] Font 3: Case AA AA Aa aa

DESIGN [] as shown or...

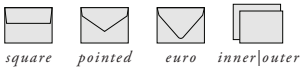
- [] Motif: number
[] Monogram: number
[] Pattern: number
[] Frame: number

FINISHING [] as shown or...

- [] Die Cut: style color
[] Painted/Foil* Straight Edge: color
[] Pocket/Portfolio/Pouch: style color
[] Painted/Foil Std. Bevel Edge (65°)*: color
[] Ribbon: tie style color
[] Painted/Foil Lux. Bevel Edge (45°)*: color
[] Corner Rounding (*incurs additional turnaround time)

QTY (ENV):

FLAP SHAPE



[] Upgrade:

LINER [] as shown or...

- [] Paper:
[] Pattern: number ink color print method

PHOTO SERVICES

- [] Print Separately & Mount [] Print Digitally on Card

GUEST ADDRESSING

- [] Outer Envelope: font ink color
[] Inner Envelope: font ink color
[] Full Guest List Proof additional fee applies

RETURN ADDRESS





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SUPPLIED WORDING FORM

CARD TEXT:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

FONT
NAME

CASE
AA AA
Aa aa

INK
COLOR PRINT
METHOD

FONT NAME	CASE AA AA Aa aa	INK COLOR PRINT METHOD

ENVELOPE TEXT:

1. _____
2. _____
3. _____
4. _____

FONT
NAME

CASE
AA AA
Aa aa

INK
COLOR PRINT
METHOD

FONT NAME	CASE AA AA Aa aa	INK COLOR PRINT METHOD