customizable "Pre-designed Order Form" - for Wedding Invites and Stationery

www.thetotaldecor.com ■ Specializing in Customized Invitations & Stationery

Raleigh, North Carolina ■ Monée Dhanraj, Stationery Designer ■ Tel: 718.413.6433 ■ Page 1 of 2 (Page 2 May be Printed on Reverse Side)

How To Order, Pre-designed Wedding Invitations:

- Once you have chosen an invitation set, consult with Monée over the phone or through e-mail. This is the time to ask questions.
- Next, fill out this form:
  - View the complete **font list and wording guide online**. Also see www.verseit.com
  - Choose your own **font(s)**, **colors** (invitation, design motif and font) **and wording.**
  - **Send in your "predesigned order form" and a 65% deposit.** Balance is due two weeks before your order is shipped. Average turnaround time is 4 to 8 weeks. All stationery is handmade with Tender Loving Care. **For a RUSH order see box on bottom left.**

All aspects of your order will be confirmed before printing. No customized proof is provided for pre-designed stationery.

Customer Address:	Name	Office Use Only:
	Street Address, City, State, Zip	Start Date: _____
	Contact Tel. No. | Cell No. | E-mail Address | Fax No.	Est. Ship Date: _____

Ship To Address:	Name
	Street Address, City, State, Zip
Check box if same as above	Contact Tel. No. | Cell No. | E-mail Address | Fax No.

	Item	Description (Include size as stated in catalog)	Calculation i.e.: quantity x price = total	Amount
	Example: 100 Wedding invitations 100 Satin Ribbons	Example: 6x6 inch Scroll & Palm Tree Invite Green	Example: 100 x $6.75 = $675.00 100 x $1.00 = $100.00	Example: $675.00 $100.00
1				$
2				$
3				$
4				$

Subtotal:	$
Discount:	- $
Subtotal:	$
(For NC residents only) Add Tax:	$
Add Shipping:	$
Add Handling:	$10.00
Subtotal:	$
* Rush Order Fee:	$
Grand Total:	$
65% deposit due now:	$
Balance due later:	$

How To Order, Pre-designed Wedding Invitations
As a RUSH order

- Cost will be from $75 to $150 for your RUSH order.
- **Payment must be in CASH for person-to-person orders =or= "Post Office Money Order". NO personal checks.**
- **FULL PAYMENT minus shipping is required, up front and before work is begun. Shipping balance is due 1 week before order is shipped.** (*For orders of $800 or more please discuss if this would be a hardship.*)
- A RUSH order is anything **less than a 4 week turnaround time**.

Directions: Upon signing and submitting this form, please be sure that there are no more changes to all invitation pieces or stationery. When your order form and deposit is received **through the mail**, you will be given a start date & an estimated ship date. For person-to-person orders you can simply hand in this form with your **post office money order or cash payment**.

Payment: Pay by **Post Office Money Order** or **Cash**. Cash is accepted for person-to-person orders. **Please make your money order payable to:**
Shanique Dhanraj, 8700 Brittdale Lane, Apt. 102, Raleigh, NC 27617

My form of payment is: _____.

I agree to do business with The Total Décor and have chosen the product(s) as outlined on all of the pages. In addition I attest that I have proof read everything and there are no more changes or corrections to be made; if there is any after signing this form, I will contact Monée immediately and understand that if she has already started printing, I will incur the complete cost of reprinting (at least 1/3 of the cost of invitation set minus the accessories and tax). In addition, in the event that I purchase wedding invitations or other stationery and cancel the order, NO refunds on the stationery will be given if printing has already begun. If printing has NOT begun you *may* receive 50% of the deposit. In addition to phone contact, please state in writing (e-mail is sufficient) the reason for your cancellation and it will be reviewed.

Client's Signature: _____ **Date:** _____

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Invitation Name/Description:		
Page Number (optional):		
Font Choice(s):	For Names:	For the rest of the invitation:
Font Color(s):	For Names:	For the rest of the invitation:
Design Motif Color:		
Paper Color – **white or other** [color blocking = background color]; A whole block (or layer of color) is applied to the cardstock, thus the phrase color blocking. Then the font color will be in white, or another color of your choosing.)		
Extras & Accessories:		
Wording – Invitation:	Line 1: Line 2: Line 3: Line 4: Line 5: Line 6: Line 7: Line 8: Line 9: Line 10: Line 11: Line 12: Line 13: Line 14: Line 15: Line 16:	
Wording – Reply Card:	Line 1: Line 2: Line 3: Line 4: Line 5: Line 6:	
Wording – Other Enclosure Card:	Line 1: Line 2: Line 3: Line 4: Line 5:	
Wording – Miscellaneous Sheet: [Can include i.e. Accommodations, Wedding Website Info or Directions. ■ For reception information please purchase a reception card for .30 cents per set.]		
Return Addressing (included): Please choose either Mini Address Cards – OR – Translucent Label. ■ [When you choose the labels you will also receive the miscellaneous sheet at no extra charge.]	Name: Street Address: City State Zip Code:	

Comments: _____