

**1) CONTACT INFORMATION**

Name \_\_\_\_\_ Mr.  Mrs.  Ms.  Other: \_\_\_\_\_  
 Address \_\_\_\_\_ Event \_\_\_\_\_  
 City \_\_\_\_\_ Prov./State \_\_\_\_\_ Postal/Zip \_\_\_\_\_ Event Date \_\_\_\_\_  
 Email \_\_\_\_\_  
 Tel # \_\_\_\_\_ Work # \_\_\_\_\_  
 Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

**Best Time & Day to Reach Me:**  
 Day(s) \_\_\_\_\_  
 Time(s) \_\_\_\_\_

**2) SHIPPING INFORMATION**

STANDARD (GROUND)     EXPRESS (AIR)     SAMPLES

Name \_\_\_\_\_ Mr.  Mrs.  Ms.  Other: \_\_\_\_\_  
 Address \_\_\_\_\_ Tel # \_\_\_\_\_  
 City \_\_\_\_\_ Prov./State \_\_\_\_\_ Postal/Zip \_\_\_\_\_ Fax # \_\_\_\_\_

**3) INVITATIONS**

STATIONERY TYPE & NAME (For SAMPLES, please input on the last line - max. 3)	QUANTITY (You must order at least 50 units)	PRINTING OPTIONS & CHARGES*				TYPEFACE		UNIT PRICE (See Price List)	SUBTOTAL (Quantity x Unit Price + Print Charge)
		FLAT BLACK	FLAT COLOUR PRINT	RAISED BLACK PRINT	RAISED COLOUR PRINT	FONT A	FONT B**		
INVITATION & REPLY CARD: _____		<input type="checkbox"/>	<input type="checkbox"/> Add \$50 to Subtotal	<input type="checkbox"/> Add \$100 to Subtotal	<input type="checkbox"/> Add \$100 to Subtotal				
*** ALL OPTIONS WILL CO-ORDINATE WITH SELECTED INVITATION DESIGN ***									
DIRECTIONS: _____									
PLACECARD: _____									
PROGRAM: _____		<input type="checkbox"/>	<input type="checkbox"/> Add \$100 to Subtotal	<input type="checkbox"/> Add \$200 to Subtotal	<input type="checkbox"/> Add \$200 to Subtotal				
MENU (Panel): _____		<input type="checkbox"/>	<input type="checkbox"/> Add \$50 to Subtotal	<input type="checkbox"/> Add \$100 to Subtotal	<input type="checkbox"/> Add \$100 to Subtotal				
MENU (Book-Fold): _____		<input type="checkbox"/>	<input type="checkbox"/> Add \$50 to Subtotal	<input type="checkbox"/> Add \$100 to Subtotal	<input type="checkbox"/> Add \$100 to Subtotal				
THANK YOU - 12/pack: _____	_____ PACKS	SELECT: <input type="checkbox"/> SCROLL FONT <input type="checkbox"/> BLOCK FONT							
ENVELOPES (INVITATIONS & RESPONSE ONLY)		SELECT: <input type="checkbox"/> WHITE <input type="checkbox"/> IVORY		*** INCLUDED ***					
BLANK ENVELOPES (INVITATIONS or RESPONSE - 25/pack)	_____ PACKS	SELECT: <input type="checkbox"/> WHITE <input type="checkbox"/> IVORY		SELECT: <input type="checkbox"/> INVITATION <input type="checkbox"/> RESPONSE					
CUSTOM REQUEST (SEE "TERMS" FOR DETAILS)									
SAMPLE #1 _____	SAMPLE #2 _____	SAMPLE #3 _____							

**4) PAYMENT INFORMATION**

- VISA
- MASTERCARD
- CERTIFIED CHEQUE
- MONEY ORDER

Orders are processed only after payment is received/cleared.

NAME ON CARD: \_\_\_\_\_  
 CC#: \_\_\_\_\_ EXP. \_\_\_\_\_  
 I authorize Laura Paladino Invitation Design to process payment on my credit card for my order.  
 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUBTOTAL	
RUSH CHARGE (OR ADJ.)	
SHIPPING & HANDLING***	
GST (6%) - CANADA	
PST (8%) - ONTARIO	
<b>GRAND TOTAL</b>	

\* FLAT is offset/lithography. RAISED is thermography. COLOUR means your order will be printed in the colour (see online invitation descriptions) that coordinates with your chosen invitation collection.  
 \*\* You can choose 1 or 2 typeface (font) selections for your order. For example, if you wish your invitation to have text in a scroll font, but wish your names in block letter, select fonts for FONT A and FONT B. We'll coordinate the two fonts in an appropriate manner for other selections in your entire order (ie. Programs, Menus, etc.). Note: Choosing FONT B is entirely optional.  
 \*\*\* For SHIPPING & HANDLING rates, and complete Terms & Conditions, refer to "TERMS" on [www.laurapaladino.com/HOWTOORDER.htm](http://www.laurapaladino.com/HOWTOORDER.htm)

**HAVE YOU FULLY COMPLETE PAGE 1 AND PAGE 2 OF THIS ORDER FORM? GREAT! SIMPLY SCAN/EMAIL THIS FORM BACK TO US AT: ORDER@LAURAPALADINO.COM OR FAX IT TOLL-FREE AT 1-866-770-0373**

5) HOW DID YOU HEAR ABOUT US?

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6) CUSTOM REQUESTS, QUESTIONS & COMMENTS

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7) WORDINGS & PRIVACY AGREEMENT

- I HAVE **COMPLETED ALL MY WORDINGS** AND HAVE EMAILED THEM TO: [ORDER@LAURAPALADINO.COM](mailto:ORDER@LAURAPALADINO.COM)
- I HAVE **COMPLETED SOME OF MY WORDINGS** AND HAVE EMAILED THEM TO: [ORDER@LAURAPALADINO.COM](mailto:ORDER@LAURAPALADINO.COM)
- I'M **WORKING ON MY WORDINGS** AND AS SOON AS IT'S COMPLETE, I'LL EMAIL IT TO: [ORDER@LAURAPALADINO.COM](mailto:ORDER@LAURAPALADINO.COM)

- NEED HELP WITH WORDINGS? SAMPLE WORDINGS ARE AVAILABLE ON [WWW.LAURAPALADINO.COM](http://WWW.LAURAPALADINO.COM) & ALSO ON [WWW.VERSEIT.COM](http://WWW.VERSEIT.COM).
- ALL WORDINGS MUST BE SUBMITTED TO LAURA PALADINO INVITATION DESIGN ELECTRONICALLY.
- WE CANNOT BE HELD RESPONSIBLE FOR WORDINGS & PROOF APPROVALS SUBMITTED TOO LATE TO PROCESS IN A TIMELY MANNER.
- WHERE POSSIBLE, RUSH ORDERS MAY BE ACCOMODATED (EXTRA CHARGES APPLY). MARK "RUSH" IN BOX #6 .
- REVIEW "TERMS" PAGE ON [WWW.LAURAPALADINO.COM](http://WWW.LAURAPALADINO.COM) FOR COMPLETE DETAILS ON TERMS, CONDITIONS, TIMELINES & SPECIAL CUSTOM REQUESTS.

**HERE'S WHAT WE NEED FROM YOU!**  
(REMEMBER, EMAIL YOUR WORDINGS TO: [ORDER@LAURAPALADINO.COM](mailto:ORDER@LAURAPALADINO.COM))

<p><b><u>INVITATION CARD</u></b></p> <ul style="list-style-type: none"> <li>◆ Text (rough spacing)</li> <li>◆ <i>Back Flap of Envelope Address</i></li> </ul> <p><b><u>RESPONSE CARD</u></b></p> <ul style="list-style-type: none"> <li>◆ Text (rough spacing)</li> <li>◆ <i>Front Flap of Envelope Address</i></li> </ul> <p><b><u>DIRECTION CARD</u></b></p> <ul style="list-style-type: none"> <li>◆ Text (written directions)</li> </ul>	<p><b><u>PLACE CARD</u></b></p> <ul style="list-style-type: none"> <li>◆ None</li> </ul> <p><b><u>PROGRAM</u></b></p> <ul style="list-style-type: none"> <li>◆ Text (rough spacing/pages)</li> </ul> <p><b><u>MENU (Panel/Book-Fold)</u></b></p> <ul style="list-style-type: none"> <li>◆ Text (rough spacing)</li> </ul> <p><b><u>THANK YOU CARD</u></b></p> <ul style="list-style-type: none"> <li>◆ None</li> </ul>
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8) PRIVACY AGREEMENT

I understand that in signing this document I am giving permission to [Laura Paladino Invitation Design](http://Laura Paladino Invitation Design) to obtain and keep on file personal information that I have provided. I understand that this personal information may include but is not limited to: my name, phone number, address, email address, wedding and/or event details, birth date, etc.

I understand that [Laura Paladino Invitation Design](http://Laura Paladino Invitation Design) may use and disclose this information to: communicate with me in a timely and efficient manner; complete my custom invitation and/or custom stationery order(s); communicate special offers & promotions exclusive to [Laura Paladino Invitation Design](http://Laura Paladino Invitation Design).

I understand that [Laura Paladino Invitation Design](http://Laura Paladino Invitation Design) may display my custom invitation and/or custom stationery containing my personal information as part of an in-store display, sample display, or website display. I understand that [Laura Paladino Invitation Design](http://Laura Paladino Invitation Design) will not distribute, sell, trade, or willingly provide my custom invitation and/or custom stationery containing my personal information to any third party.

I understand that all information collected by [Laura Paladino Invitation Design](http://Laura Paladino Invitation Design) is not divulged to any third party companies and/or interests under any circumstances without my expressed consent and/or permission. I understand my personal information will not be shared with any third party company and/or organization except as necessary to fulfill transactions I initiate.

By signing below, I acknowledge that I've read and understood the privacy agreement above and all terms and conditions at [www.laurapaladino.com/HOWTOORDER.htm](http://www.laurapaladino.com/HOWTOORDER.htm)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_