



# SCRIPTED —COLLECTION—

## CLIENT FORM

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ONCE WE RECEIVE THIS COMPLETED FORM, WE WILL CONTACT YOU TO START YOUR DESIGN AND WILL GIVE YOU INSTRUCTIONS ON HOW TO SUBMIT YOUR TEXT.

### CLIENT INFORMATION:

NAME: ..... EVENT DATE: .....

BILLING ADDRESS: .....

.....

EMAIL: ..... HOME PHONE: .....

MOBILE PHONE: ..... FAX: .....

BEST TIME TO CONTACT YOU: .....

### ORDER INFORMATION:

WHAT DESIGN YOU WOULD LIKE TO ORDER?: .....

PAPER: 1-PLY                      2-PLY                      COTTON                      SMOOTH

COLOR: BRIGHT WHITE                      SOFT WHITE                      OFFWHITE

EMBELLISHMENTS: EDGE PAINT, BEVEL EDGE, ROUNDED CORNERS

FONTS SELECTION: .....

INK COLOR (S): TEXT: ..... BACKGROUND: ..... OTHER: .....

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INVITATION COMPONENT	QUANTITY	ENVELOPES	QUANTITY	# OF INK COLORS	LINER
INVITATION .....		OUTER ENVELOPES .....			
SAVE THE DATE .....		INNER ENVELOPES .....			
RESPONSE CARD .....		REPLY CARD ENVELOPES .....			
RECEPTION CARD .....		PLEASE INDICATE THE RETURN ADDRESS FOR OUTER INVITATION ENVELOPE ..... .....			
ACCOMMODATIONS CARD .....		PLEASE INDICATE THE NAME AND ADDRESS TO BE INCLUDED ON RESPONSE CARD ENVELOPE ..... ..... ..... .....			
DIRECTIONS CARD .....					
WEEKEND SCHEDULE CARD .....					
WEDDING PROGRAM .....					
MENU.....					
PLACE/ESCORT CARD.....					
THANK YOU CARD .....					

PLEASE LIST ANY OTHER ITEMS YOU MAY REQUIRE OR INFORMATION/NOTES