



ORDER FORM ~ Recipient Addressing

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Company: _____ Contact: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Customer Name: _____ Quantity _____

Proof: Email Fax Send to: _____

Section 1:
Recipient Addressing services provided by Invitation Basket are charged at the following rates:

- Digital Printing - \$2.00 Retail per individual address
- Silk Screen Printing - \$2.80 Retail per individual address
- Digital Printing on Digital Snow Envelopes - \$2.80 Retail per individual address

The cost of recipient addressing includes insertion of fonts, proper spacing, one color digital printing and one complimentary proof illustrating font, space and color match.

Section 2:
Services are requested for:

Envelope Addressing Label Addressing Placecard Addressing

Section 3:

We are using Invitation Basket Format.

We will be using our format. **By checking this box, we agree to the terms outlined in Section 5.**

Section 4:
I will be using Invitation Basket:

Microsoft Word Format

Microsoft Excel Row Format

Microsoft Excel Column Format

After order is submitted, I need Invitation Basket to email the file to be used.

I already have Invitation Basket's File Format that I will be using.

Section 5:
By sending in our format, we understand that Invitation Basket may require additional time to format our copy for proper addressing. We agree to pay an additional charge of \$80.00 Retail per hour for formatting.

Section 6:
Printing:
Requested Color Match: _____

Printing Method:

Digital Silk Screen Digital on Digital Snow Envelopes

Fonts:
Font for Name(s): _____
Font for Street Address, City, State, Zip Code: _____
Font for Table Number or Title: _____

Special Instruction(s) below: _____

Invitation Basket Use ONLY