



PLUMTREE PAPER GOODS ORDER FORM

Thank you for selecting Plumtree Paper Goods for your invitational needs! Our goal is to create an enjoyable experience while your invitations are designed to fit your own personal style.

Please fill out the order form below and email it to lesley@plumtreepapergoods.com. When your email is received, a contract and invoice will be created and returned to you via email. You will then be asked to review the contract and invoice for detailed information. If any questions arise, please contact lesley@plumtreepapergoods.com. A non-fundable deposit and signed contract is required before the design process begins. Your first proof will be sent within five business days after the receipt of your deposit.

Plumtree Paper Goods looks forward to working with you.

Please note sales tax: We charge 6.25% sales tax only on orders shipped to an Ohio address. Orders shipped outside of Ohio are not subject to sales tax. Also, this form is confidential, Plumtree Paper Goods does not share or sell customer information.

EVENT INFORMATION

Event/Wedding Date:

Bride's Name:

Groom's Name:

Mailing Date (8-4 weeks before wedding):

ORDERING INFORMATION

Name:

Email:

Home phone:

Mobile phone:

Billing address:

City:

State:

Zip:

Payment option: Personal Check or Money Order Paypal Cash

Please let us know how you would like to be contacted: Phone email

How did you hear about Plumtree Paper Goods?

Why did you choose Plumtree Paper Goods?



WHAT ARE YOU ORDERING?

Letterpress or Digital Printing:

Design Name:

Font for couple's name:

Font for all other text:

Stationery	Qty	Paper	Color Ink 1	Color Ink 2	Corners Rounding	Size
Invitations*						A7 - 5x7
Response Cards*						A2 - 4.25x5.5
Response Postcards						4x6
Save the Date*						A2 - 4.25x5.5
Reception Cards						A2 - 4.25x5.5
Enclosure Cards						A2 - 4.25x5.5
Thank You Flat*						A2 - 4.25x5.5
Thank You Fold*						A2 - 8.5x5.5
Menu Cards						A7 - 5x7
Program Cover						5.5x8.5
Place Cards (folded)						2.5x3.5
Paper Ban						1.5x10.5
Tag						2.5x2.5
Backing			X	X		A7 - 5x7
Pocket-Holder			X	X	X	A2 - 5x7
Other:						
Other:						

Envelopes	Qty	Color	Color Ink	Envelope Lining Color	Unprinted
Outer Invitation - A7					
Inner Invitation - A2					
Response Card - A2					
Save the Date - A2					
Thank You - A2					
Other:					



SHIPPING INFORMATION

Shipping request: (when order is ready to be shipped)

USPS Overnight (\$35) USPS Two Days (Free)

Delivery address: (Please note, due to the value of the printed pieces, signature will be required for delivery.)

Billing address from page one or Other Address

Additional locations for select pieces:

No, ship everything to the same locations Yes, please ship the following pieces:

To:

Via:

USPS Overnight (\$35) or USPS Two Days (\$20)

Special instructions, Comments or questions?