



phone 513.831.0523
fax 513.831.0103 | fax 866.317.4157
email orders@stationeryworks.com

Please Send:
☐ QUOTE ONLY
☐ PROOF & PRICING

Date _____
Page ____ of ____

Retailer Information

DESIGNERS' FINE PRESS ☐
CHECKERBOARD ☐
LALLIE ☐

DEALER/STORE NAME _____
PHONE NUMBER _____ CONTACT NAME _____
EMAIL ADDRESS _____

Order Information

CLIENT NAME _____
REFERENCE INFO (PRIOR ORDER, QUOTE, EMAIL) _____
ALBUM, SUITE NAME OR ITEM NO. _____

Shipping ☐ GROUND ☐ 2 DAY ☐ 3 DAY ☐ OVERNIGHT | ☐ SHIP TO STORE ☐ DROP SHIP TO RETURN ADDRESS (*fee applies*)
☐ DROP SHIP TO ALTERNATIVE ADDRESS: (*fee applies*) _____

QTY (CARD):

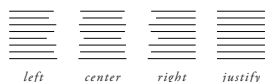
TEXT

- ☐ SUPPLIED DIGITALLY (*Word Document, PDF, email, etc.*)
☐ SUPPLIED ON WORDING FORM (*see next page*)
☐ SUPPLIED ARTWORK (*all text converted to outlines*)

ORIENTATION ☐ as shown or...



LAYOUT ☐ as shown or...



PAPER ☐ as shown or...

- ☐ Top Layer:
☐ Middle Layer:
☐ Flush (*2 ply*)
☐ Reveal $\frac{1}{16}$ " $\frac{1}{8}$ " $\frac{1}{4}$ " $\frac{3}{8}$ "
☐ Bottom Layer(s):
☐ Flush (*3+ ply*)
☐ Reveal $\frac{1}{16}$ " $\frac{1}{8}$ " $\frac{1}{4}$ " $\frac{3}{8}$ "

FINISHED SIZE ☐ as shown or...

- ☐ 4Bar (*4.875" x 3.5"*) ☐ A9 (*8.5" x 5.5"*) ☐ Supreme (*7.75" x 7.75"*)
☐ A2 (*5.5" x 4.25"*) ☐ A10 (*9.25" x 5.75"*) ☐ Grandee (*9.75" x 4.75"*)
☐ A6 (*6.25" x 4.5"*) ☐ Duchess (*7.88" x 5.88"*) ☐ Royalty (*8.875" x 6.125"*)
☐ A7 (*7" x 5"*) ☐ No. 10 (*9.25" x 4"*)
☐ A8 (*7.75" x 5.25"*) ☐ Marquis (*6.75" x 6.75"*)
☐ Monarch (*7.25" x 3.625"*) ☐ Custom
☐ Baronial (*5.25" x 5.25"*)

PRINT METHODS & COLORS ☐ as shown or...

- ☐ Letterpress:
ink color
☐ Thermography/Flat:
ink color
☐ Foil:
foil color
☐ Embossing:
☐ Digital:
ink color

TYPESETTING ☐ as shown or...

- ☐ Font 1:
Case AA Aa Aa aa
☐ Font 2:
Case AA Aa Aa aa
☐ Font 3:
Case AA Aa Aa aa

DESIGN ☐ as shown or...

- ☐ Motif:
number
☐ Monogram:
number
☐ Pattern
number
☐ Frame
number

FINISHING ☐ as shown or...

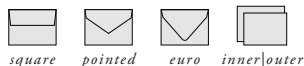
- ☐ Die Cut:
style
☐ Pocket/Portfolio/Pouch
style
☐ Ribbon
tie style
☐ Corner Rounding
☐ Painted/Foil* Straight Edge:
color
☐ Painted/Foil Std. Bevel Edge (65°)*
color
☐ Painted/Foil Lux. Bevel Edge (45°)*
color
*(*incurs additional turnaround time)*

PHOTO SERVICES

- ☐ Print Separately & Mount ☐ Print Digitally on Card

QTY (ENV):

FLAP SHAPE



☐ Upgrade:

LINER ☐ as shown or...

- ☐ Paper:
☐ Pattern:
number
ink color
print method

RETURN ADDRESS



GUEST ADDRESSING

- ☐ Outer Envelope:
font
ink color
☐ Inner Envelope:
font
ink color
☐ Full Guest List Proof
additional fee applies



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SUPPLIED WORDING FORM

CARD TEXT:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

FONT NAME	CASE AA AA Aa aa	INK COLOR	PRINT METHOD

ENVELOPE TEXT:

- 1. _____
- 2. _____
- 3. _____
- 4. _____

FONT NAME	CASE AA AA Aa aa	INK COLOR	PRINT METHOD