



Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Night Phone: (\_\_\_\_) \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Typestyle	Ink Color	Need By Date	Payment Terms
			Due before start

Description	Quantity	each item price	Line Total
Inner and Outer Envelope Set		\$1.00	
Outer Envelopes Only		\$0.75	
Outer Envelope Return Address (Fill in return address below if req'd)		\$0.30	
Name :			
Address :			
City / State / Zip :			
Response Envelope Address (3 lines)		\$0.30	
Thank You Envelopes (with original order)		\$0.55	
Placecard Printing (Customer Provided)		\$0.50	
TableCard		\$0.50	
One Time Setup Fee per order		\$25.00	
Rush Order (Less than 3 days)		\$25.00	
Charge for Addressing in Color		\$25.00	
Return Envelope Shipping (If mailed)		\$10.00	
Grand Total:			

Return this completed form to us, along with your items to be printed, guest list\*, and payment to:

MK Calligraphy  
 9610 Drayton Hall Ln  
 Germantown, Tn. 38139

\* Lists can be emailed to us at [mkcalligraphy@hotmail.com](mailto:mkcalligraphy@hotmail.com), or you may also include a disk or CD with your order.  
 NOTE: we require at least 10-15% extra items being printed for changes, additions, and printer errors. Any unused items will be returned.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_