

Ordering Information

PLEASE READ CAREFULLY TO AVOID DELAYS AND MISTAKES

1. Please use our Bar/Bat Mitzvah order forms. Copy should be typed or printed clearly.
2. Invitations are available in any of our lettering styles unless otherwise noted. Select a single lettering style for the invitation or use a combination of 2 different English lettering styles at No Additional Charge. For Hebrew lettering styles, see charges below.
3. Copy is interchangeable. Any copy on any invitation or accessory sampled can be ordered for any other invitation or accessory. You can also write your own.
4. Invitation and accessory layouts are interchangeable where appropriate. Please indicate your layout choice on the order form. The invitation and accessory layouts will be printed as shown, unless you specify otherwise.
5. All items are available in any of our standard ink colors (Midnight, Sapphire, Wedgewood, Sky, Hot Pink, Raspberry, Rose, Burgundy, Claret, Cherry, Petal, Mocha, Black, Purple, Forest Green, Sage, Aqua, Lime, Tangerine, Brilliant Gold, Classic Gold, Silver and Gray) regardless of what is shown at no additional cost.
6. On invitations and accessories with a name, blessing or title, please provide us with the copy to be printed. If you do not provide this, we will use the first name from your invitation copy, blessing or title shown. If you do not want this, please note, "No Name, Blessing or Title" in the special instructions section of the order form. Foil stamped verses and verses printed during manufacturing cannot be changed.
7. Clarify all unusual copy. If the name has an unusual spelling, please mark "spelling OK" next to the name. Clearly note any unusual spacing or use of Capital Letters.
8. Orders cannot be changed or cancelled once placed with us. Therefore, please check all dates, copy, etc. carefully.
9. When ordering Response Cards or Folders, be certain to provide copy for reply address on envelopes.
10. Lined envelopes and pricing are specified on each page. On pages where lining colors are listed, only those colors are available.
11. Order an additional 25 on all items now to avoid costly re-orders. Re-orders are considered "new orders" and are priced as a new order for 25.

Extra Charges

ADD TO PRICES SHOWN IN PRICE CHART

RETURN ADDRESS PRINTED ON ENVELOPES

Available in all lettering styles to match your invitation.

Quantity	25	50	75	100	Add'l 25
All Lettering Styles	29.90	32.90	35.90	39.90	5.90

ENVELOPE SEALS

See page 13 for pricing and ordering information for Personalized and Accent Seals. For actual samples see pages 32, 42, 62 and 67.

LINED ENVELOPES

Lined envelopes are available on most invitations throughout this album.

Most invitations with Double Envelopes, have lining colors available for the Inner Envelopes at an additional cost of \$5.90 per 25. Colors for these liners are listed on the price page. Samples of these colors are shown on page 18. Double Lined Inner Invitation envelopes add an extra layer of elegance for \$9.90 per 25.

Hand-Lined Envelopes are available on most Single Envelope invitations. Hand-lining is also available on many Informal Envelopes. These items are noted on the price pages. Prices vary by size and color. These envelopes are fully lined. See page 19 for ordering information.

KwikSeal SELF-SEALING ENVELOPES

Optional KwikSeal Self-Sealing Envelopes are a quick and easy way to seal your envelopes. The extra charge is \$4.90 per 25 when ordered at the same time as your invitations. See page 13 for KwikSeal Envelope information.

ENVELOPES SENT IN ADVANCE OF ORDER: \$10.00

CORNER COPY OR FOOTNOTES

Corner Copy can be printed on the bottom of the Invitations and Accessories.
On one side \$7.50 On both sides \$12.50

SPECIAL ART, CALLIGRAPHY OR LOGOS

We will accept these jobs only if the black and white copy provided is neat and clean. For black and whites provided in complete form, there is no charge for printing this extra work. When we are required to add typesetting or any other additional work, there is a one time "Special Work" charge of \$20.00. There is no extra charge if reductions or enlargements are required. We reserve the right to change size if in our opinion the copy does not fit the item. Please remember, the clarity of the black and white submitted reflects directly on the quality of the finished job. Whenever possible, all work should have centering marks (+) on top and bottom. Allow 2 extra days for processing.

PHOTOS ON INVITATIONS

If you want a photo reproduced on your invitation, the set up charge is \$50.00. This price includes scanning, sizing, cropping and printing on the same side as your invitation copy. Provide a clear black & white or color photo. Remember, the quality of the photo you submit will affect the quality of the reproduction. If you are mailing your photo, please protect it with cardboard. Although we return your photo with your order, please do not send a photograph that is irreplaceable. A release form must be submitted with any professional or copy written photograph. For best results, we recommend that photos be printed in either Black or Mocha ink. Allow 2 extra days for processing.

CUSTOM FOIL STAMPING DIES FOR USE ON NAPKINS

There is a charge of \$25.00 for any custom foil stamping die. If we are required to make more than 1 size die, the charge is added for each die. This charge will be included when typesetting is requested in any font other than No. 19 as shown on the napkin pages. Please describe what you want as clearly as possible. See page 98 for detailed information. Allow 2 extra days for processing.

SPECIAL LAYOUTS

Your invitation copy may be set in any of the Special Layouts shown on page 12 at no extra charge. Please write the Special Layout Code in the Invitation Layout box on the order form. You may also sketch what you want in the Optional Layout Sketch Area on the order form.

SPECIAL SET-UP

If you want copy printed anywhere on the same side except as is sampled in our album or shown on page 12 in our Special Layouts, a special set-up charge of \$14.00 will apply.

PARAGRAPH FORM (even margins both sides) per order \$6.00

COLORED INKS

All invitations in this album can be printed in any of our standard ink colors as shown on page 17 at no additional charge. If a non-standard ink color is desired, the extra charge is \$60.00. Please supply a PMS number.

DOUBLE PRINTING

If your order requires double printing (or a second pass through our press) the additional charge will be as follows: \$28.00 for the first 25 plus \$3.50 for each additional 25 ordered. Please indicate which side is raised and which side is flat. Allow 2 extra days for processing.

TWO COLOR PRINTING

If you desire 2 ink colors, then the extra charge is \$29.90 for the first 25 plus \$4.90 for each additional 25. Clearly indicate the choice of colors and the corresponding copy for each color. Allow 2 extra days for processing.

NON-ENGLISH LANGUAGE WORDING – No Additional Charge when using English characters.

In order to avoid spelling errors, please TYPE all non-English orders in upper and lower case and note any accent marks. We cannot be responsible for errors on orders that are not typed or printed clearly. Please FAX, mail or Email your orders. Phone orders are not allowed.

ACCENTS

The following accents shown below are available for free in all tpestyles shown on pages 4 - 7.

ACUTE	á é í ó ú
GRAVE	à è ì ò ù
TILDE	ñ Ñ
CIRCUMFLEX	â ê î ô û
DIAERESIS	ä ë ï ö ü
CEDILLA	ç Ç

If you want accents that are not shown above, then you must supply camera-ready copy with the accents already in place. This would be considered Special Art and the same Special Artwork charges would apply.

HEBREW TYPESETTING

If you would like us to translate and/or set the Hebrew Type for you, please refer to page 8 for Lettering Style choices and ordering information. When ordering, please add the following extra charges:

Hebrew Name	\$35.00
Hebrew – One line of copy	\$50.00
Arched Copy or Name	\$50.00
Hebrew Invitation.....	\$190.00
Any Caption shown on page 8	No Extra Charge
Any Blessing shown on page 9.....	No Extra Charge

Allow 2 extra days for processing.

PROOFS

If proofs are desired, the charges are:

Black and White Proof	\$ 7.50 per item
Printed Press Proof	\$25.00 per item

Black and White proofs are less expensive and will be returned to you faster. They can be either FAXED, emailed or mailed to you. Printed press proofs take longer and are only available in our standard ink colors. Orders requiring a Double Print are available only as a Black and White proof. If you don't specify which type of proof you want, we assume that you want a Black and White proof. Cancellation of an order after proofs are sent will be charged the proof charge only.

SHIPPING CHARGES

Prices shown in this album do not include shipping charges. See your dealer for details.