

**Stationery Order Form  
Quote Request Worksheet**

Once we receive your Order Form and a 50% initial payment, please allow 4-6 weeks for production. Depending how busy we are, rushed orders can be completed within 2 weeks. A rushed order fee of 35% will apply. All quotes are valid for 14 days from the date of the quote.

ORDER NUMBER	QUOTE DATE	ORDER DATE	DELIVERY DATE

CUSTOMER INFORMATION		
Name	First	Last
Address	Street	City
	Province	Postal Code
Phone Number	Home	Cell
E-mail		

EVENT INFORMATION			
Type of Event		Date of Event	MM/DD/YYYY
Number of Invitations		Request Date of Delivery	MM/DD/YYYY

THE BASICS				
Description	Size	Colour	Group	Price
Card Style	W" X H"			
	<input type="checkbox"/> Pocket Folds® <input type="checkbox"/> Portable Pockets® <input type="checkbox"/> Envelopolds® <input type="checkbox"/> Z-Cards <input type="checkbox"/> Gate Cards <input type="checkbox"/> Folded Cards <input type="checkbox"/> Card Stocks			
Orientation	<input type="checkbox"/> Portrait <input type="checkbox"/> Landscape			
Card Stock Back Layer 1	W" X H"			
Card Stock Back Layer 2	W" X H"			
Card Stock Invitation Layer	W" X H"			
Card Stock Reception Card	W" X H"			
Card Stock RSVP Card	W" X H"			
Card Stock Map Insert	W" X H"			
Card Stock Other Insert	W" X H"			
Invitation Envelope	W" X H"			
RSVP Card Envelope	W" X H"			
Envelope Liners	W" X H"			
Vellums	W" X H"			
<b>Subtotal</b>				

EMBELLISHMENTS				
Item	Size	Description	Colour	Price
Ribbons				
Crystals				
Others				
<b>Subtotal</b>				

CUSTOMIZATIONS			
Description	Item	Specifications	Price
Size			
Scoring			
Drilling			
Slitting			
Others			
<b>Subtotal</b>			

GRAPHICS	
Monogram	
Map	
Other	

PRINTING		
Full Printing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred Fonts		
Names		0.00
Text		0.00
Others		0.00
Return Address Printing on Invitation Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No	0.00
Address		
Return Address Printing on RSVP Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No	0.00
Address		
Add Initials on with Return Address		
Add Matching Monogram with Return Address	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Subtotal</b>		

ASSEMBLY		
Full Assembly	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Layers Mounting Only	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Attach Postage to Invitation Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No	0.00
Canada	USA	International
Attach Postage to RSVP Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Subtotal</b>		

DIY CUSTOMERS			
DIY Tools	Price/Unit	Quantity	Price
The Jigster	99.90		
Envelopments Mini Deck	20.00		
Envelopments QC Print Packs – Card Stocks	50.00		
Envelopments QC Print Packs – Papers & Vellums	50.00		
Envelopments QC Print Packs – Envelopes & Liners	50.00		
3M Scotch™ ATG Taped Dispensers – 1/4"	85.90		
3M Scotch™ ATG Taped Dispensers – 1/2"	85.90		
3M Scotch™ ATG Tape Rolls – 1/4"	6.50		
3M Scotch™ ATG Tape Rolls – 1/2"	8.50		
Glue Dots® Mini – 3/16" Diameter – 300 Per Roll	5.00		
Glue Dots® Mini – 3/8" Diameter – 300 Per Roll	6.00		
Glue Dots® Mini – 1/2" Diameter – 75 Per Roll	4.50		
<b>Subtotal</b>			

QUOTE	
Category	Price
The Basics	
Embellishments	
Customizations	
Printing	
Assembly	
DIY Tools	
Subtotal	
Discounts	
GST	
PST	
Shipping & Handling	
<b>Grand Total</b>	

PAYMENTS				
Description	Method		Date	Amount
50% Initial Payment	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Cheque #	MM / DD / YYYY
Final Payment	<input type="checkbox"/> Cash	<input type="checkbox"/> Debit	<input type="checkbox"/> Cheque #	MM / DD / YYYY

OTHER SPECIAL INSTRUCTIONS OR NOTES

We begin to work on your order immediately after we receive your 50% initial payment, therefore, it is non-refundable. The final payment is due upon pickup or shipment of your completed order. Due to the custom nature of the invitations, there is no refund or exchange unless there is a mistake on our part.