

CONTACT INFO

Name: _____ Event Date: _____
 Email: _____ Phone: _____
 Billing Address: _____

A QUICK NOTE

Enter a promo code or any other important items we need to know.

SHIPPING

ADDRESS

Ship to billing address Drop ship to: _____

METHOD

USA: UPS Ground (\$25) UPS 3-day (\$45)
 UPS 2-day (\$75) UPS Overnight (\$125)
 UPS Overnight, Saturday delivery (\$145)

CANADA: UPS Ground (\$35) UPS 2-day (\$110)

INTERNATIONAL UPS Worldwide Saver, 2-day:
International clients will be responsible for all import duties and taxes. We would be happy to provide your estimated landed cost, including duties, upon request. Email info@bellafigura.com.

United Kingdom (\$150) Australia (\$150)

West / Central Europe (\$200)

OTHER (please contact us): _____

RUSH AND SPECIAL SERVICES

Yellow Service (15% upcharge)
Design: 1 day early. Printing: 7 business days.

Orange Service (35% upcharge)
Design: 2 days early. Printing: 5 business days.

Red Service (60% upcharge)
Design: 2 days early. Printing: 3 business days.

Do you need any pieces shipped to a different location?

Yes, ship these pieces: _____

to this address: _____

via this shipping method (see left): _____

MEDIA

Will you let us share this order with the world (to possibly be featured on our blog, in mailings, etc.)? Yes, gladly! No, thank you.

PROOFS Proofs take up to 3 business days; proofs with calligraphy or custom design take up to 6 business days. Initial proof and two rounds of changes are free; each round thereafter is \$40. DELIVERY AND SHIPPING Standard turnaround time for all orders is 10 business days from proof approval. CANCELLATIONS Cancellations for approved orders will not be accepted. Cancellations before proof approval may be accepted for a fee.

DESIGN BASICS

Design name: _____
 Submitting art/photo Match to order #: _____
 Fonts from sample Layout from sample
 Font name(s): _____
 Hand calligraphy style: _____

PAPER CHOICE

Bella Cotton: Colored Paper:
 Bright White White Ivory Bella Black
 Bella Smooth Cotton: Bella Blue
 Bright White White Ivory Bella Gray
 Supplied Paper: _____ Bella Light Gray



CARDS

Piece name	Size	QTY	1, 2 or 3-ply	Letterpress ink(s)	Foil color(s)	Digital color(s)	Engraving ink(s)	Edge Paint or Foil edge color	Beveling 45° or 60°						

ENVELOPES

Envelope (Note square or pointed flap)	QTY	Envelope color	Letterpress ink(s) or Foil color(s)	Engraving ink(s)	Digital guest addressing	Digital return addressing	Digital addressing color(s)	Envelope liner pattern and color(s)	# of calligraphy lines

OTHER PIECES

Pocketfold Belly Band
 Paper color: _____
 Printing method/colors: _____

Grommet? Yes No
 Vellum Overlay Size: _____
 Foil/Digital Color(s): _____

Digitally printed interior program pages
 Digital ink color(s): _____
 Program assembly? Yes No
 Ribbon color: _____

Bella Figura
 We match to our 2016 letterpress ink swatches unless you notify us.

CONTACT INFO

Please email us your text for all pieces in a separate text document. In the text document, note upper/lower case letters, indicate spacing, fonts and colors. Also, check spelling, and include any other important information. Use the sketch areas below for drawings, notes, diagrams, and anything else not covered on previous pages.

YOUR LAST NAME

ADDITIONAL DESIGN NOTES

Helpful details to include: names and placement of motifs, fonts, colors, patterns, monograms, anything that is very custom or out of the ordinary.

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ADDITIONAL DESIGN NOTES

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