

# STATIONERY ORDER FORM

NAME ON STATIONERY \_\_\_\_\_ OR MONOGRAM \_\_\_\_\_  
*all lower case      capitalize middle initial*

RETURN ADDRESS (OPTIONAL)    YES    NO \_\_\_\_\_

## PLACEMENT OF NAME OR MONOGRAM

*Top Center                  Top Right                  Top Left*  
*Bottom Center              Bottom Right              Bottom Left*

## SELECT FROM THE INK + TYPEFACE/MONOGRAM PALETTE

INK COLOR \_\_\_\_\_ TYPEFACE/MONOGRAM \_\_\_\_\_

*Optional Custom Ink Color (\$15) \_\_\_\_\_*

*All Paper is 100% cotton Crane & Co. Lettra*

PAPER COLOR      *Ecru                  Pearl White                  Bright White*

SOLID ENVELOPE LINER COLOR (OPTIONAL) \_\_\_\_\_

PRINTING      *Letterpress                  Flat Printing*

## DESIGN NOTES:

## CUSTOMER CONTACT

NAME \_\_\_\_\_ EMAIL (FOR PROOF) \_\_\_\_\_

PHONE \_\_\_\_\_

WHEN THE ORDER IS READY:      *Call or email me and I will pick up my order at the studio*  
*Please ship my order via UPS to the address below (add a flat \$8 shipping fee)*

SHIPPING ADDRESS \_\_\_\_\_

PAYMENT:      *Check                  Visa                  MasterCard                  American Express*

CREDIT CARD NUMBER: \_\_\_\_\_ EXP. \_\_\_\_ / \_\_\_\_

CARD SIZE:                  QTY. \_\_\_\_\_

*Classic Note*

*Monarch Note*

*Tea Card*

*Fold-over*

*Petite Note*

## ORDER TOTAL:

*Stationery:* \_\_\_\_\_

*Envelope Printing (optional):* \_\_\_\_\_

*Envelope Liners (\$16 per 25):* \_\_\_\_\_

*Custom Ink (optional \$15):* \_\_\_\_\_

*Subtotal:* \_\_\_\_\_

*Texas Sales Tax (8.25%):* \_\_\_\_\_

*Optional Shipping (\$8):* \_\_\_\_\_

*Total:* \_\_\_\_\_

*Sicily Eason*  
• contemporary & classic designs •

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*By appointment MONDAY THROUGH FRIDAY 9:00 A.M. TILL 5:00 P.M.*