



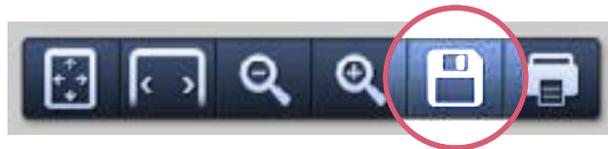
Thank you for choosing Cherish Paperie.

## TO USE THIS FORM

### 1. Save to your hard drive.

Either navigate to file>save as in your browser window or click the floppy disk icon that appears when you move your mouse to the lower right corner of the screen.

(see below)



### 2. Fill out the form.

Fill out the different sections of the form in Adobe Reader. If you do not have Reader, it is a free program that you can download at <http://get.adobe.com/reader/>

### 3. Resave the file

When you are done filling out the form, resave the pdf and add "-Your Name" at the end of the filename.  
ex. CherishPaperie\_Invitation\_Orderform - John Doe.pdf

### 3. Send

Follow the instructions on the final page of the form to send it to us! You will receive a follow up email within a few business days.



**CONTACT**

Name(s) .....  
 Address .....  
 City, State, Zip .....  
 Phone .....  
 Email .....

**SHIPPING (IF DIFFERENT)**

Name .....  
 Address .....  
 City, State, Zip .....

**BILLING (IF DIFFERENT)**

Name .....  
 Address .....  
 City, State, Zip .....

**EVENT DETAILS**

**DELIVER BY**

Date .....

**ORDER DETAILS**

Paper Color(s) ..... Refer to [cherishpaperie.com/colors/all-paper](http://cherishpaperie.com/colors/all-paper) to see our full listing of paper stocks.

Ink Color(s): .....

Embellishments: .....  
(ribbons, lace, charms, rhinestones etc.)

**EVENT DETAILS**

Event type (wedding, baby shower, etc.) .....

Event Date .....

Style .....

**HELLO**

*Use this form to give us an idea of what you're looking for. If you would like to submit this form as an estimate request, please check the appropriate box below. Billing information is only required if you are submitting this form as an order. Be sure to fill out all of the pages in this PDF document before submission.*

**I am submitting this form to request an estimate.**

**I am submitting this form to place my order.**

**BILLING**

Card number

.....

Expiration

.....



THE BASICS

	SIZE/ORIENTATION	QUANTITIES	
Menu: (size desired AND flat, tented or shaped)	.....	.....	
Table Number Cards: (flat, tented or shaped)	.....	.....	
Place Cards: (size desired AND flat, tented or shaped)	.....	.....	
Escort Cards (w/envelope): (size desired AND flat, tented or shaped)	.....	.....	
Additional Stationery: (Favors, signs, paper decor, pennant banners, etc. We will contact you with details regarding pricing, size, shape, etc. )	FAVOR TAGS	SEATING CHART	THANK YOUS
	LABELS	GUEST SIGN-IN	STICKERS
	BANNER(S)	MISC. SIGNS	OTHER

ASSEMBLY

Do you want Cherish Paperie to assemble?	Yes
	No, I will DIY
Indicate if you would like your program to include ribbons or other embellishments, and what type, size, color, etc:	.....
	.....
	.....
	.....

PRINTING

Flat ink (standard)  
 Thermography (raised ink)\*  
 Letterpress\*

Add color ink?  
 Yes                      No

How many colors?  
 .....                      Full Color

NOTES & SPECIAL INSTRUCTIONS

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\* The processes for letterpress and thermography require at least 2 weeks for printing and production, as they are sent to an outside vendor. These will incur plate charges for each individual printed piece. Inquire for details.



This form is optional. But it sure helps!

Getting to know you helps us to create designs that are unique and memorable! All reception stationery items will be designed to match.

THE MOOD

Do you have a theme?

.....

.....

.....

Color scheme?

.....

Describe the ideal mood of your event. Is it relaxed? Formal? Cute?

.....

.....

.....

Got a Pinterest or an inspiration board? (Please provide a URL.)

.....

TYPOGRAPHY

Script Style? (please only choose one)

*Formal Script*

*Playful Script*

*Contemporary Calligraphy*

Text style? (please choose no more than two)

SERIF

BLOCK SERIF

SANS SERIF

*Calligraphic Text*

CASUAL or RUSTIC

Got something specific?

If you like one of the fonts above, or if you've seen a font online that you like, please feel free to request it! Provide a URL if possible.

Fonts used in your design may differ from the examples above unless specified.

.....



## GUIDELINES & WORDING

**To order place cards**, please download an Excel template to help format your guest's names. Names must be typed **EXACTLY** as you want them to appear in one column and the table name and # in a separate column or you can submit your own list\* along with our order form.

If you do not have Excel a guest list can be sent in a Word or similar text document.

The guest list should be formatted:

Mr. & Mrs. Guest Name [tab] Table #

After Place Cards or Escort Cards have been formatted changes to a guest list will be charged as follows:

1-5 Changes - Free

5-10 Changes - \$10.00

10-20 Changes - \$20.00

If a complete re-formatting is necessary after the place cards have been formatted with a guest list there will be a \$35.00 fee.

We recommend that you contact one of our designers or submit your order form early (2-3 weeks prior to the event) so that we can get the design ready and so you can see and approve the layout. We will e-mail you a PDF or JPEG for your approval so that everything is ready when you submit your completed guest list for final printing.

Minimum order of 50 for personalized place cards.

**For menus and other stationery**, text can be submitted via email or in a word document. Don't worry about formatting, we just need the text! Our designers will do the rest.

## SUBMIT

*Please double check all details before submitting this form. If you are submitting this form to place an order, please send us a text document with your submission. This PDF can be submitted by clicking the appropriate button below, or emailed to:*

*orders@cherishpaperie.com*

*or*

*estimates@cherishpaperie.com*

**OR**