

NAME	ADDRESS
EMAIL	PHONE
EVENT DATE	IN-HANDS DATE

- STANDARD ORDER Ships within 15 business days from proof approval.
- RUSH ORDER Ships in less than 15 business days from proof approval. A 20% rush fee will apply. Rush orders must be approved by Spark before we begin.

SHIPPING INSTRUCTIONS (All orders are shipped via UPS Ground to your location unless otherwise specified.)

- EXPEDITE SHIPPING: next day air AM next day air PM
- 2nd day air AM 2-day air PM 3-day select (not available in all areas)

WHEN ORDER IS APPROVED, SIGN AND DATE:
--

FOR INTERNAL USE ONLY SHIP BY DATE:

- Artwork is based on:
- Custom artwork is requested. See my email for description. Design fees of \$80 per hour may apply.

order SIGNATURE	DATE
-----------------	------

Spark must receive any cancellation requests within one day of your order being processed. Any cancellation requests received after this time will be examined on a case-by-case basis. Spark offers no guarantee that your order will be able to be cancelled after this time period, as your order may have already gone to print. Orders that are cancelled will be subject to a \$50.00 cancellation charge, as well as any plates, materials and labor fees incurred at the time of cancellation.

PLEASE LIST ITEMS YOU ARE ORDERING, THE QUANTITY (in multiples of 25) AND THE NUMBER OF INK(S) YOU WOULD LIKE FOR EACH ITEM.

spark will provide you with a quote upon submission of this form

DESIGN NOTES

PAPER <small>PICK ONE →</small>	<input type="radio"/> bright white	<input type="radio"/> soft white	<input type="radio"/> cream	<input type="radio"/> colored paper [_____]	<input type="radio"/> special order [_____]
	<input type="radio"/> cotton 1-ply	<input type="radio"/> cotton 2-ply	<input type="radio"/> recycled 1-ply (bright & soft white only)	<input type="radio"/> bamboo 1-ply (soft white only)	<input type="radio"/> text weight for envelopes or liners
INK	<input type="radio"/> color 1 [_____]	<input type="radio"/> color 2 [_____]	<input type="radio"/> color 3 [_____]		
FONT	<input type="radio"/> font 1 [_____]	<input type="radio"/> font 2 [_____]			

Please email your wording to spark@letterpresslove.com