



SHELL ARTISTREE

Wedding Vow Certificate Order Form

PLEASE PROVIDE THE REQUESTED INFORMATION COMPLETELY AND NEATLY USING CAPITAL LETTERS. This greatly reduces the risk of error when we format your certificate

You may submit this Order Form by fax to: (703)934-2668, or by email to info@shellartistree.com or by USPS mail to: Shell Artistree LLC, Attention: Michelle Rummel, 3927 Old Lee Highway, Suite 101-D, Fairfax, VA 22030.

Your use and submission of this Printable Order Form constitutes your agreement to follow and be bound by the "Terms of Use" Agreement ("Agreement") located on our websites (weddingartistree.com), which is incorporated herein by reference. Please refer to that Agreement. Once you submit your Order Form, the following steps will apply:

- We will review the Order Form for completeness and to determine if we have any questions regarding the information you have provided us.
- If the Order Form is not complete, or if we have any questions regarding the information provided, we will contact you in order to confirm and finalize your order.
- Once the information you have provided has been confirmed and the Order Form has been finalized, and we have received full payment, we will provide you with an "Order Confirmation" by e-mail.
- Your order will not be considered complete, and production of your order will not begin, until you have received an "Order Confirmation" from Shell Artistree. Our goal is to process every order as soon as possible. The timing of our processing of your order (and therefore your receipt of an Order Confirmation), however, depends on a number of factors, including the date of your event, the event dates of our other customers and backlog of orders. Please feel free at any time to contact us about the status of your order.

Changes to your Order

It is extremely important that you provide us with complete and accurate information, as your Certificate will be completed exactly as you have requested on the Personalization Form.

We recognize that you may decide to change an order (spelling of a name, amount of signature lines, adding or deleting middle names, etc.) after it has been placed, and after you have received your Order Confirmation email. We always try to be as accommodating as possible. However, because each order is custom formatted one at a time, please understand that changes to an order after we have begun to process it, result in additional time and expense to us.

Therefore, our policy states that we may charge a "Change Fee" to cover our formatting time when changes to an order occur after we have begun to process the order. Our Change Fee is \$25-\$50 depending upon the nature of the requested change. In order to avoid being charged a fee, please make sure that you provide us with complete and accurate information at the time you place your order.



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Proofs

Proofs are provided to allow our clients to check the content, overall text placement, and accuracy of the personalization information before we go to print. Please be aware that an electronic file proof (PDF, JPEG, TIF) does not provide accurate color representation! Each computer monitor is different and therefore, the colors you see on your screen may not be accurate representations of the final product. If in doubt, please order a SAMPLE prior to placing your order with us.

We will provide you with a "Proof" of the Personalized text for your review and approval generally within seven to ten business days from our providing you with the "Order Confirmation". For customized text orders, we generally require an additional week to provide you with a Proof.

Your Wedding Vow Certificate will be printed and shipped from Shell Artistree generally within three business days of your approval of the Proof. Proofs are provided by Email, so please provide us with a current email address. Please inform us immediately if you are unable to open the proof file, or if you are unable to read any part of the proof.

Samples

We understand that sometimes our clients prefer to see a sample of our products before placing an order. Many of our products are available in sample format for purchase. Samples are preprinted on 8.5 x 11" fine art paper. We charge \$25 for the first sample and \$5 for every sample thereafter in the same shipment. When you place your order through our studio, we will be happy to credit you back a one time \$25 if you have purchased a sample through us prior to ordering. Typically, your Sample(s) will be printed and shipped within one to three business days.

Custom Text

If choosing to customize text, your customized English Text must be delivered to us separately, either by fax or by e-mail to info@shellartistree.com. E-mails of text must be sent in Word format. We will be unable to provide you with an Order Confirmation until we have received all of your customized texts (and translations, where necessary) in the proper format.

General

All Prices subject to change without notice.

Although we try to accommodate every order, we do charge a rush fee of \$85 for orders under two weeks. To review all of our policies, visit www.weddingartistree.com/faqs.asp

Shipping

For current shipping options and delivery estimates, please contact us. Shipping Fees are posted on our website at: <http://www.weddingartistree.com/faqs.asp#12>



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Client Information Page
Fax Completed Forms to: 703-934-2668

Billing Information

If paying by Credit Card your Billing Address must be identical to your Credit Card Billing Address

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Phone (Day):

Phone (Evening):

Shipping Information

Please Ship My Order to My Above Billing Address _____ (check if applicable). If not shipping to billing address, please provide the following information:

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Phone (Day):

Phone (Evening):

Method of Order Confirmation and Proofs

Your order will not be considered complete, and production of your order will not begin, until you have received an "Order Confirmation" from Shell Artistree. Once we complete layout and formatting production of your order, we will provide you with a Proof for your review. All Order Confirmation's and Proof's are sent via Email. We are happy to send a Proof to your Officiating Clergy.

Email 1:

Email 2:

Rabbi/Officiant Email:

OPT-IN for Shell Artistree Mailing List

Watch our company grow!

Sign up to receive the latest news from Shell Artistree

No Yes! Please add my contact information to the Shell Artistree Mailing List so that I can receive promotional information and discounts, applicable towards Shell's fine art. I understand that I can unsubscribe from the Mailing List at any time.

How Did You Hear of Us?

Google/internet search__ Client Referral__ Clergy Referral__ The Knot__
Wedding Wire__ Advertisement__ Wedding Professional__ Bridal Expo__
Other_____

Please let us know who referred you so that we can properly thank them!

Referred By (Last Names):

Wedding Date:

Referral Code if applicable:



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Personalization Information Page

Fax Completed Forms to: 703-934-2668

The information below is standard on all orders.

Complete only those items below that you wish to be included on your Certificate. If an item is not applicable to your ceremony, please insert "N/A" in the blank provided. If you would like additional information to be included on your certificate (additional fees may apply), please indicate your requests on the "Special Instructions" Page that follows.

General Personalization Information

Vow Certificate Design:
English Text Choice:
Wedding Date:
Wedding Location City: _____ State: _____ Country: _____
Signature Lines (For each signature line required, specify how many of each is required): Bride ___ Groom ___ Partner ___ Partner ___ Witness ___ Witness ___ Rabbi ___ Cantor ___ Judge ___ Other ___ (please identify _____)

Bride/Partner 1 Information

Bride's Name as you would like it to appear: First, Middle (if desired), Last
Bride's Mother's Name as you would like it to appear: First, Middle (if desired), Last
Bride's Father's Name as you would like it to appear: First, Middle (if desired), Last
Parent's Married? ___ Yes ___ No *List Parents ___ Together (such as: Sarah Smith daughter of Barbara and David Smith) *List Parents ___ Separately (such as Sarah Smith daughter of Barbara Smith and David Smith) *If neither is checked, names will be listed Together

Groom/Partner 2 Information

Groom's Name as you would like it to appear: First, Middle (if desired), Last
Groom's Mother's Name as you would like it to appear: First, Middle (if desired), Last
Groom's Father's Name as you would like it to appear: First, Middle (if desired), Last
Parent's Married? ___ Yes ___ No *List Parents ___ Together (such as: Sarah Smith daughter of Barbara and David Smith) *List Parents ___ Separately (such as Sarah Smith daughter of Barbara Smith and David Smith) *If neither is checked, names will be listed Together



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Purchase Summary Page
Fax Completed Forms to: 703-934-2668

Product	Quantity	*Price	Total	Notes
Wedding Vow Certificate		\$295		17 x 22" finished size
Customization Options	Quantity	*Price	Total	Notes
Names in Design Customization		\$25/pair		List first names as you'd like them to appear on Special Instructions Page
Date In Design Customization		\$20		
Words In Design Customization		10/word		List Words on Special Instructions Page
Phrase Change Customization		\$35		List Phrase on Special Instructions Page
Text Customization/minor changes/major changes/complete custom texts				see www.weddingartistree.com for custom text options and pricing
Re-colorization Customization or Custom Graphics		\$85/hour		Call for a price quote
Wedding Prep Customization- Mounting & Matting (archival ink signing pen included)		\$85		Wedding Prepped Vow Certificates arrive flat in an oversized package. Additional shipping fees apply. Visit our website for more info.
Archival Signing pen only		\$5.00		
Subtotal of Products			\$	
Sample Discount or Code if Applicable	Code #:		-\$	
VA Residents Add 5% Sales Tax			\$	
Shipping via UPS- dependent upon shipping location and weight. Kindly contact us for a price quote or visit our website FAQs page at: http://www.weddingartistree.com/faqs.asp#12			\$	
Total			\$	

Your Wedding Vow Certificate is produced just for you. Before we can provide you with an "Order Confirmation" Email and begin production of your order we must receive full payment.

Method of Payment – Please Write Clearly to avoid Processing Errors		
Credit Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa <input type="checkbox"/> American Express		
Credit Card #	Exp date(Mo/Yr):	CCV#:
Name on Card:		



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Special Instructions Page: