

Printable Order Form

PLEASE PROVIDE THE REQUESTED INFORMATION COMPLETELY AND NEATLY USING CAPITAL LETTERS.

You may submit this Order Form by fax to: (703) 934-2668, or by email to info@weddingartistree.com or via USPS mail to: Shell Artistree LLC, Attention: Michelle Rummel, 3502 Pinehurst Avenue, 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 WeddingArtistree.com, which is incorporated herein by reference. Please refer to that Agreement. Once you submit your Order Form, the following steps will apply:

- A. We will review the Order Form for completeness and to determine if we have any questions regarding the information you have provided us.
- B. 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.
- C. 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.
- D. Your order will not be considered complete, and production of your order will not begin, until you have received an "Order Confirmation" from WeddingArtistree.com. 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. As a result, you may not receive an Order Confirmation right away, but that does not mean we are unaware of your order. Please feel free at any time to contact us about the status of your order.

We recognize that you may decide to change an order (spelling of name, change of color, 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 product is custom created 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. In order to avoid being charged this fee, please make sure that you provide us with complete and accurate information at the time you place your order.

Proofs

We will provide you with a "Proof" of your order for your review and approval generally within seven to ten business days from our providing you with the "Order Confirmation". (However, for extensive customization, we generally require an additional week to provide you with a Proof).

Proofs are provided by Email, so please provide us with a current email address.

Your Order will be printed and shipped from WeddingArtistree.com generally within seven to ten business days of your approval 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. Kindly contact us for pricing information on samples. Typically, your Sample(s) will be printed and shipped from Weddingartistree.com generally within one to three business days from our providing you with the "Order Confirmation".

Policies

- All texts must arrive to us in a WORD.doc
- All photos must arrive to us in high resolution digital file format
- 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.

Shipping

For current shipping options and delivery estimates, please refer to www.weddingartistree.com.



Customer Billing Information

If Paying by Credit Card, your Billing Address must be identical to your Credit Card Billing Address

* Required Information

* First Name _____
 * Last Name _____
 * Address _____
 * City _____
 * State _____
 * Zip Code _____
 Country (If not US) _____
 * Phone (Daytime) _____
 * 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 _____
 Country (If not US) _____
 * Phone (Daytime) _____
 * Phone (Evening) _____

Method of Order Confirmation

Your order will not be considered complete, and production of your order will not begin, until you have received an "Order Confirmation" from KetubahTree.com. All Order Confirmation's are sent via Email. Kindly provide a current e-mail address below.

Proofs

Once we complete production of your order, we will provide you with a Proof for your review. Please provide both a current E-mail address and Fax number.

* E-mail _____

* Fax _____

How Did You Hear of Us?

Google/internet search _____ Client Referral _____ Referral _____ Advertisement _____
 Wedding Professional _____ Bridal Expo _____ Other _____

Referral Code if applicable: _____



Customized Wedding Certificate Order Form

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.

Certificate Design: _____ Text Choice: _____

Name of Bride as you'd like it to appear on your certificate:

Name of Groom as you'd like it to appear on your certificate:

Name of Bride's Parents as you'd like them to appear on your certificate:

Name of Groom's Parents as you'd like them to appear on your certificate:

Ceremony Date: _____ City and State of Ceremony: _____

Signature Lines if applicable (For each signature line requested, specify how many of each you would like)

Bride _____ Groom _____ Witness _____ Clergy _____ (specify _____)

Judge _____ Officiant _____ Other _____ (specify _____)

WEDDING ARTISTREE™



Special Requests:



Purchase Summary for Customized Wedding Certificates

YOUR CERTIFICATE AND WEDDING PRODUCTS ARE PRODUCED JUST FOR YOU. BEFORE WE CAN PROVIDE YOU WITH AN "ORDER CONFIRMATION" AND BEGIN PRODUCTION OF YOUR ORDER, WE MUST RECEIVE FULL PAYMENT.

Products:

Wedding Certificate Sample Samples ____ \$_____ \$20 first sample (reimbursable w/order), \$5 each additional sample –please list samples ordered by name on following page

Wedding Certificate \$_____ \$265

Customization:

Names in Design Customization \$_____ \$25/pair (list first names)

Date in Design Customization \$_____ \$20

Words in Design Customization \$_____ \$10/word (list words)

Phrase Change Customization \$_____ \$35 (list phrase)

Custom Text Customization \$_____ (see www.weddingartistree.com for custom text options and pricing)

Miscellaneous Customization \$_____ contact us for price quote

Wedding Prep Customization \$_____ \$85 (oversized package-additional shipping fees apply)

Archival Signing Pen only \$_____ \$5

Subtotal: \$_____

Sample Discount (if applicable) - \$_____ <\$20> - deduct \$20 for prior sample purchase

Discount Code (if applicable) _____

Sales Tax (5% VA residents only) + \$_____

Shipping rates/options + \$_____ See www.weddingartistree.com for shipping

Total = \$_____

Method of Payment – Please Write Clearly to avoid Processing Errors

Credit Card: ___Mastercard ___Visa ___American Express ___Discover

Credit Card#: _____ Expiration Date (Month/Year): _____

Name on Card: _____



Purchase Summary for Invitations and Coordinating Accessories

Sample \$3 each	Product	Quantity	Price-each	Customization	Total
	Engagement Announcement		\$3.00		
	Save The Date Card		\$2.25		
	Invitation Montage Overlay		\$3.00		
	Invitation		\$3.00		
	Invitation Pocket		\$1.25		
	Reception Card		\$1.50		
	Vellum Overlay		\$2.00		
	Response Card		\$2.00		
	Table Card		\$4.00		
	Place Card		\$1.75		
n/a	Menu Card Large		\$100 no min.		
	Menu Card Individual Table		\$20.00**		
n/a	Seating Chart Large		\$100 no min.		
	Thank you note cards		\$3.00		
	Wedding Program Covers		\$4.00		
n/a	Art Favors		\$7.00 ***		
	Gift Prints - contact us for customization fees		\$75 no min.		
n/a	Sign In Boards - add Name in Design- \$25 - add Date in Design- \$20 - add Words in Design- \$10/ea. - Misc customization- contact us		\$125 Template base price + \$45/hr custom		
n/a	Archival Signing Pen		\$5 no min.		
SUBTOTAL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	= \$
DISCOUNT	Code#:	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	-
SALES TAX	5% VA residents only	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	+
SHIPPING	See weddingartistree.com for shipping rates	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	+
TOTAL	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	= \$

Minimum Order is 25 Pieces except where otherwise noted **Minimum Order is 5 Pieces ***Minimum Order is 25 Pieces

Method of Payment – Please Write Clearly to avoid Processing Errors

Credit Card: Mastercard Visa American Express Discover

Credit Card#: _____ Expiration Date (Month/Year): _____

Name on Card: _____