



Personalized Gifts Order Form

**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, unit 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 (shellartistree.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 your deposit, 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

We recognize that you may decide to change an order (spelling of a Hebrew or English name, 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 many of our items are custom formatted one at a time, please understand that changes to an order after we have begun to process it, results 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.

Shipping

For current shipping options and delivery estimates, please contact us

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



SHELL ARTISTREE

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.	
Email 1:	
Email 2:	

OPT-IN for Shell Artistree Mailing List	
Watch our company grow! Sign up to receive the latest news from Shell Artistree	
__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, anniversary prints, house blessing, baby naming, Blessing art and so much more! I understand that I can unsubscribe from the Mailing List at any time.	

How Did You Hear of Us?	
Google/internet search__ Client Referral__ Rabbi Referral__ TheKnot__ Wedding Wire__ Advertisement__ Wedding Professional__ Bridal Expo__ Synagogue Bulletin__ Other__	
Please let us know who referred you so that we can properly thank them!	
Referred By (Last Names):	



SHELL ARTISTREE

Purchase Summary for Gift Prints and Fine Art Gifts

Fax Completed Forms to: 703-934-2668

Parent/Grandparent Gift Prints- each comes standard with matting and personalization. Please email your personalized text to us via a WORD doc to info@shellartistree.com at the time you place your order.

Framed Blessing Gift Prints- each comes standard professionally matted and framed. Can be personalized with a custom phrase, names or date or for an additional fee.

Framed Art Prints- each comes standard professionally matted and framed. Can be personalized by adding a name(s) and/or wedding date for an additional fee.

Matted Art Prints- each comes standard with matting.

Original Watercolor Paintings- each comes standard matted. Can be framed for an additional fee.

Type of Gift Print	Design Name	Personalized?	Quantity	Price	Framed? (Add \$25)	Total
Parent/Grandparent		Comes standard w/ personalization		\$100		
Framed Blessing		(add \$35)		\$295	Standard	
Framed Art Prints		(add \$35)		\$175	Standard	
Matted Art Prints		N/A		\$75		
Original Painting		N/A		\$		
Other						

Subtotal

\$

Discount Code if applicable:

\$

Sales Tax (5% VA Residents Only)

\$

Shipping- Ground Shipping via UPS

\$25

Total

\$

Method of Payment- Please write clearly to avoid processing errors

Credit Card: MasterCard Visa American Express CVV# _____

Credit Card #: _____ Exp date _____

Name on Card: _____

Special Instructions: