



Ketubah Order Form

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

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 (ketubahree.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 Ketubah will be completed exactly as you have requested on the Personalization Form! In order for you to ensure that the information you provide is accurate and acceptable for your service, we strongly recommend that you have your Rabbi or Officiant assist you in completing the Personalization Form.

We recognize that you may decide to change an order (spelling of a Hebrew or English 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 Ketubah and Gift Print are 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.



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(ODF, 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.

We strongly recommend that you consult with your Rabbi or Officiant before approving the Proof to ensure that the text is acceptable and appropriate for your ceremony. Your Personalized Ketubah 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.

Hebrew Spelling/Transliteration

Where you are asked to provide a Hebrew name, please provide either the English phonetic spelling of your Hebrew name such as "CHAYA FAYGA", or the spelling of your Hebrew name using Hebrew letters, such as "HET""YOD""HAY""FAY""YOD""GIMEL""AYIN". If you do not know a particular Hebrew name, or if you are not Jewish and do not have a Hebrew name, please insert "PLEASE TRANSLITERATE" in the appropriate space on the Order Form. In such a case, we will transliterate the English name into Hebrew. **It is best to consult with your Rabbi for the correct Hebrew spelling of your names.**

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. Ketubah 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 (and Hebrew Text, if appropriate) must be delivered to us separately, either by fax or by e-mail to Orders@KetubahTree.com. E-mails of English text must be sent in Word format. If providing Hebrew translation by e-mail, we must receive it in Davka 3.2 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.ketubahtree.com/faqs.asp

Shipping

For current shipping options and delivery estimates, please contact us. Shipping Fees are posted on our website at : http://www.ketubahtree.com/faqs_order.asp#ship



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

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___
 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:	



Personalization Information Page

Fax Completed Forms to: 703-934-2668

General Personalization Information

Ketubah Design:	
English Text Choice:	Hebrew Text Choice:
Wedding Date English:	Wedding Date Hebrew(if known):
Day of the Week:	Before or After Sundown:
IMPORTANT! Check with your Rabbi for all Saturday weddings as onset of Shabbat affects 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___)	
Signature lines will be: English only___ Hebrew Only___ English and Hebrew___ When in doubt, please check with your Rabbi for signature line placement!	

Bride/Partner 1 Information -Please do not use middle initials

English Name: First, Middle (if desired), Last	Hebrew Name: Phonetics or Hebrew
Brides Marital Status: ___First Marriage___ Divorced___ Widowed___ Converted	
Mother's English Name: First, Middle (if desired), Last	Father's English Name: First, Middle (if desired), Last
Mother's Hebrew Name: Phonetics or Hebrew	Father's Hebrew Name: Phonetics or Hebrew
Mother is deceased? ___Yes___No	Father is deceased? ___Yes___No Father is a ___Cohen___Levi___Israelite
Parent's Married? ___Yes___No *List Parents' English names ___Together (such as: Sarah Cohen daughter of Barbara and David Cohen) *List Parents' English names ___Separately (such as Sarah Cohen daughter of Barbara Cohen and David Cohen) *If neither is checked, names will be listed Together	

Groom/Partner 2 Information -Please do not use middle initials

English Name: First, Middle (if desired), Last	Hebrew Name: Phonetics or Hebrew
Mother's English Name: First, Middle (if desired), Last	Father's English Name: First, Middle (if desired), Last
Mother's Hebrew Name: Phonetics or Hebrew	Father's Hebrew Name: Phonetics or Hebrew
Mother is deceased? ___Yes___No	Father is deceased? ___Yes___No Father is a ___Cohen___Levi___Israelite
Parent's Married? ___Yes___No *List Parents' English names ___Together (such as: Sarah Cohen daughter of Barbara and David Cohen) *List Parents' English names ___Separately (such as Sarah Cohen daughter of Barbara Cohen and David Cohen) *If neither is checked, names will be listed Together	

Orthodox/Conservative Text Choices Only

Completion of the Hebrew word "Vekanina" (Please consult your Rabbi):	
Fill-in the "Kof" for us (completed Kof):_____	Our Rabbi will complete the "Kof" (leg of Kof omitted):_____

KETUBAH TREE



**Purchase Summary Page- Fax Completed Forms to: 703-934-2668 or
Email Forms to : Kari@shellartistree.com**

Ketubah	Quantity	*Price	Total	Notes
Ketubah Standard (17 x 22")		\$360		Price includes \$75 Personalization Fee
Ketubah Small (13 x 19")		\$295		Price includes \$75 Personalization Fee
Ketubah – English Text Only (17 x 22")		\$285		Personalization included
Ketubah – English Text Only (13 x 19")		\$220		Personalization Included
Budget Ketubah- (17 x 22" ONLY)		\$200		UN-Personalized
Matting for Ketubah (Wedding Prep)-Archival Ink Signing Pen included				
-Standard Matte Size (17 x 22")		\$85		Standard White Archival Quality Matte.
-Small Matte Size (13 x 19")		\$75		
-Standard Custom Linen Size (17 x 22") - Gray or Cream (please circle your choice)		\$115		Custom Linen Archival Quality Matte.
-Small Custom Linen Size (13 x 19")		\$105		
Archival Signing Pen Only		\$5		
Custom Options for your Ketubah- see www.ketubahartree.com for custom options and pricing				
Names in Design Customization		\$25/pair E or H		List first names as you'd like them to appear on Special Instructions Page
Date In Design Customization		\$20 E or H		List Date on Special Instructions Page
Phrase Change Customization		\$35		List Phrase on Special Instructions Page
Text Customization/minor changes/major changes/complete custom texts				
Other custom Option:				
Gift Prints-available Matted or Matted/Framed				
Parent's Gift Prints Design:		\$100 matted \$125 framed		11 x 14" finished size
Other Gift Prints: Design:				
Jewelry Artistree				
Item:				Please see website for pricing information
Item:				
Other Products- See Website For Special Offers On Product Combinations				
Wedding Program Covers & white tassel		\$3 each		Includes Names & wedding Date
Thank you note cards		\$2.00 each		Names Included, White Envelope included
Other product:				
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.ketubahartree.com/faqs_order.asp#ship				\$
Total				\$



Payment Information

Your Ketubah & wedding products are 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: ___Master Card ___Visa ___American Express		
Credit Card #	Exp date(Mo/Yr):	CCV#:
Name on Card:		

Special Instructions: