



Invitations Order Form

**You may submit this Order Form
by fax to: (703) 934-2668
or by email to: info@shellartistree.com**

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 once we have received credit card payment information, 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.

General Policies

• **Minimum Order of 50 Invitations per order is required.**

- Invitations may only be purchased in increments of 25.
- Add on products have set minimums- please see our price list and purchase summary pages for minimums.
- Our Invitation Collection Options are specially priced when offered as "Sets". Any changes to a predefined Set will result in a la carte per piece pricing instead of the set option price.
- Lay out and Design Changes- our fee is \$85 per hour and design charges are billed in increments of one hour. We can usually provide up to two lay out designs per hour of design time. Additional Customization fees may apply for unique design requests. Contact us for a design cost estimate.
- Envelopes Ahead of Time- we can mail your envelopes ahead of time so that your calligrapher can begin addressing them. The fee for this service is \$25 and includes standard UPS ground shipping.
- Return Addressing on Envelopes- price is PER ENVELOPE back flap of Invite Envelope and/or front of RSVP envelope. The fee for this service is \$1.00 PER ENVELOPE.
- Our typical turnaround time for production of our products is approximately 3 weeks. We charge a \$150 RUSH FEE for all Invitation Orders requiring a turnaround time of 2 weeks or less. Please be aware that we may not be able to accommodate your rush order and we advise you speak with us directly before placing your order. Please plan accordingly and allow additional time for custom orders.
- Prices subject to change without notice.



Invitation Re-Prints:

Please consider the quantities of invitations and thank you note cards carefully before you place your order. Based on our experience, you will undoubtedly need more invitations than you think! Please note that it is significantly LESS expensive to order additional invitations and thank you note cards at the beginning of the ordering process rather than to add additional pieces to your order as add-ons at the end of the process. Once we receive approval of your proof we send your order to be printed. Quantities MUST be firm BEFORE proof approval is given. Invitation re-prints take an additional 1-2 weeks to process, thus delaying the mailing of your invitations. Please consider with care. Contact the studio for re-print pricing.

Proofs

Proofs are provided by email to allow our clients to check the content, overall text placement, artwork elements and layout before we go to print. Please be aware that an electronic file proof(PDF, jpg, Tif) does not provide accurate color representation! Each computer monitor is different and therefore, the colors you see on your screen are likely not accurate representations of the final product.

The first proof is your opportunity to make substantive or layout changes without incurring a fee. We will send you a revised proof based on any changes you request. Subsequent proofs with any changes will result in a \$25 per proof fee. Please take care when providing Invitation text and wording files to us to ensure their accuracy before placing your order.

Although we take care to proofread and spell check the electronic text files that you provide to Shell Artistree, we do not assume responsibility for spelling, grammar, and punctuation or syntax errors in WORD files provided to Shell Artistree LLC. We also do not assume responsibility for spelling, grammar and punctuation or syntax errors on any text, whether it has been provided to Shell Artistree by you or by us in English and/or Hebrew. Each invitation is created by hand and therefore human error can occur. **It is your responsibility to proofread the final proof. By approving the final proof, you are agreeing to all of our terms and policies. Any reprints required on proofs that have been approved by you will result in a reprint fee, equal to the cost of the items that require reprinting. Additionally, if we have already shipped the product to you and reprinting is required, all applicable shipping fees will be the responsibility of the client. Please check your proofs with care!**

Cancellation Policy

Your Invitation Order is custom printed just for you, so please understand that cancellations of your order result in additional expenses to us. For orders sub totaling \$1000 or more: When you place your order with us, we process it and bill you for 50% of the total invoice amount. This is a non-refundable fee. In the unlikely event of an order cancellation, we retain the deposit in full. For orders sub totaling less than \$1000: In the unlikely event of an order cancellation, at the time of cancellation, we will bill you for 25% of the total invoice amount to cover our expenses.

Restocking Fee: In the event that you need to cancel a portion of your order before we go to print, we will charge a restocking fee equivalent to 20% of the retail cost of that portion of your order.

Once we ship your order, we regret that all sales are final and no refunds or returns are available.

Please see our website Frequently Asked Questions (FAQS) page for additional information about our Invitations and coordinating products.



SHELL ARTISTREE

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.

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___ Friend___ Client Referral___ Clergy Referral ___
Advertisement___ Synagogue Bulletin___ Facebook___ Twitter___ Other___



SHELL ARTISTREE

Please let us know who referred you so that we can properly thank them!
Referred By (Last Names)

Invitation Purchase Summary

Design Name:		Font Choice:	
Please check applicable Option:		Quantity	Price: See <u>Invitations Price List</u> for current pricing Total
Option A - Invitation w/Envelope			
Option B - Invitation w/Envelope + RSVP Card w/Envelope			
Option C - Invitation w/Envelope + Thank You Note card w/Envelope			
Option D - Invitation w/Envelope + RSVP Card w/Envelope + Thank You Note Card w/Envelope			
Option E- Invitation w/Envelope + Reception Card + RSVP Card w/Envelope + Thank You Note Card w/Envelope			
All Invitation/RSVP/Reception Wording Required in a WORD Doc- Please send to kari@shellartistree.com If you are interested in adding additional pieces to your order (such as a Direction card or a Weekend Agenda card) please contact us for current pricing.			
Return Addressing on Envelopes-price is PER ENVELOPE Back flap of Invite Envelope and/or front of RSVP envelope		\$1.00	
Thank you Note Cards w/Envelope- Minimum 50 pieces		\$2.75 ea.	
Save The Date Cards w/Envelope- Minimum 50 pieces		\$2.75 ea.	
Reception Card, if ordered separately-Minimum 50 pieces		\$1.95 ea.	
Subtotal of Products			\$
Discount Code	Code#:		-\$
VA Residents Add 5% Sales Tax			\$
Shipping via UPS Ground Delivery -3-5 business days			\$25.00
Total			\$

Minimum Order of 50 Invitations per order is required. Invitations may only be purchased in increments of 25.

Method of Payment – Please Write Clearly to avoid Processing Errors

Credit Card: ___Mastercard ___Visa ___American Express Security Code#_____

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

Name on Card: _____



Special Instructions

Please use this page to list any special instructions, requests, personalization information etc. Invitation text should be emailed separately to our studio.