

BLUE RIBBON

Blue Ribbon Design
 126 Chambers Street, 5th floor, New York, NY 10007
 telephone/fax: 212.513.0939
 sales@blueribbondesign.com
 www.blueribbondesign.com

ORDERING INSTRUCTIONS

1. Complete the Master Order Form
2. Complete the individual order forms for each component in your invitation suite
3. Fax all forms to 212.513.0939 or email copies to info@blueribbondesign.com
4. We will email you a confirmation that we have received your order and a receipt for your deposit. Within 3 business days of placing your order we will send you an invoice along with the first round of proofs via your chosen proof delivery method (email or fax). Complete payment is due after final proof approval.

Please call or email Kimberly (212.513.0939 / kd@blueribbondesign.com) if you have any questions or need assistance placing you order.

Customer Name: Email:

Payment Method: Check Visa MC AMEX Exp. Date

A \$200 NON-REFUNDABLE DEPOSIT IS REQUIRED TO BEGIN YOUR DESIGN. This deposit will be credited toward your final invoice. Please note that payment for your order is due after final proof approval; orders will not be printed or shipped until your account has been paid in full.

Shipping Address: Billing Address:

Proof Delivery: FAX proofs to: EMAIL proofs to:

DESIGN

COMPONENTS	QUANTITY	# OF INK COLORS	PRICE*	*pricelists for each design can be found on the website
Invitation	_____	_____	_____	
Invitation Envelope	_____	_____	_____	
Reply Card	_____	_____	_____	
Reply Card Envelope	_____	_____	_____	
Reply Postcard	_____	_____	_____	
Reception Card	_____	_____	_____	
Directions Card	_____	_____	_____	
Seating Cards/Place Cards	_____	_____	_____	
Thank You Card	_____	_____	_____	
Thank You Card Envelopes	_____	_____	_____	

Additional Components (please list below)

..... PRICE t.b.d.
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Custom PMS Colors number of custom colors x \$60 _____

TOTAL* _____

*does not include additional components, custom design fees (if applicable), or shipping & handling