



JAN BOYD  
CALLIGRAPHY  
& ILLUSTRATION

ORDER RESERVATION FORM

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Referred By \_\_\_\_\_

Event Date \_\_\_\_\_ Event Type \_\_\_\_\_

**CALLIGRAPHY SERVICES**

All dates reflecting when your order will arrive are approximate and will be used as a guideline. All due dates are subject to change.

<input type="checkbox"/> <b>ENVELOPES.</b> Choose one: <input type="checkbox"/> outer envelopes at \$4.50 each <input type="checkbox"/> inner envelopes at \$1.75 per set <input type="checkbox"/> unsure at this time List and stock to arrive at JBC on _____. <i>Order to be completed in 10-14 days.</i>	<input type="checkbox"/> <b>PLACECARDS.</b> Choose one: <input type="checkbox"/> guest's name only at \$2.25 each <input type="checkbox"/> guest's name and table # at \$2.50 each <input type="checkbox"/> name and table name at \$2.50 each <input type="checkbox"/> unsure at this time List and stock to arrive at JBC on _____. <i>Order to be completed in 7-10 days.</i>
<input type="checkbox"/> <b>TABLE NUMBERS.</b> Choose one: <input type="checkbox"/> plain on your stock at \$10.00 each <input type="checkbox"/> plain on JBC stock at \$12.00 each <input type="checkbox"/> decorated at \$15.00 and up each <input type="checkbox"/> unsure at this time List and stock to arrive at JBC on _____. <i>Order to be completed in 10 days.</i>	<input type="checkbox"/> <b>MENUS/PROGRAMS.</b> Choose one: <input type="checkbox"/> menu personalized with guest's name at \$2.00 each (completed in 10 days) <input type="checkbox"/> camera ready original menu \$200.00 <input type="checkbox"/> camera ready original program \$300 and up (4 weeks to complete) Design and wording due to JBC on _____.
<input type="checkbox"/> <b>INK COLOR.</b> Choose one: <input type="checkbox"/> black ink at no extra charge <input type="checkbox"/> color mix at \$30.00 for job per color <input type="checkbox"/> metallic (gold, silver, copper) at \$50.00 for entire job per color <input type="checkbox"/> unsure at this time	<input type="checkbox"/> <b>SEATING SCROLL</b> Up to 100 listings \$400.00. <input type="checkbox"/> Frame/mat (optional - rates vary) List to arrive at JBC by _____. Table numbers to arrive at JBC by _____.

Date \_\_\_\_\_ Deposit Required: **\$50.00**

Form completed for JBC by \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

(all deposits are non-refundable)

Customer's Signature \_\_\_\_\_

Please complete the appropriate areas of the reservation form and mail it, along with your deposit, to:  
Jan Boyd, 10 Woodcrest Drive, Riverside RI 02915. I look forward to working with you!