



# Social Stationery Order Form

Tel. (866) 261 4236 Order Fax (877) 413 7900 email art to artwork@foursistersprinting.com

**ORDERED BY**

name \_\_\_\_\_

address \_\_\_\_\_

city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

phone \_\_\_\_\_ email (required) \_\_\_\_\_

**Use a separate order form for each printed or blank item**

Item Number	Quantity	Lettering Style(s)	Color of Print: Black ink unless specified	
			Ink Color	Foil Color
Design Number	Envelope Lining Color	Monogram Style	Ribbon Color	
Front Copy: Name(s) or Initials for a Monogram		Verse Numbers		
		Front	Inside Left	Inside Right

line 1 \_\_\_\_\_

line 2 \_\_\_\_\_

line 3 \_\_\_\_\_

line 4 \_\_\_\_\_

line 5 \_\_\_\_\_

line 6 \_\_\_\_\_

line 7 \_\_\_\_\_

line 8 \_\_\_\_\_

line 9 \_\_\_\_\_

line 10 \_\_\_\_\_

line 11 \_\_\_\_\_

line 12 \_\_\_\_\_

line 13 \_\_\_\_\_

line 14 \_\_\_\_\_

**Left Corner Copy (if applicable)**

**Right Corner Copy (if applicable)**

line 15 \_\_\_\_\_

line 16 \_\_\_\_\_

line 17 \_\_\_\_\_

line 18 \_\_\_\_\_

line 19 \_\_\_\_\_

# enter special instructions here

## proofing

- Email PDF proof to \_\_\_\_\_
- Fax proof to \_\_\_\_\_

## shipping cost

For order subtotals of \$50 or less - the shipping cost is \$10  
For order subtotals above \$50 - calculate 15% of your order subtotal before sales tax.  
For example, if your order subtotal is \$115.70, the shipping cost will be \$17.36.

## additional order information

Most orders spend 3-4 business days in production before they are shipped. Allow an additional 2-7 business days for standard ground delivery. Allow extra production time if your order includes proofs, custom artwork or any other custom work. We are unable to ship to a P.O. Box. APO/FPO addresses are accepted. Orders are shipped by UPS or Fedex. Shipping rates are for ground shipments within the Continental United States only. For shipment to Hawaii, Alaska, international destinations and US territories please call us for assistance. Sales tax will be charged on orders shipping to a New York address.

### OUR GUARANTEE

If a mistake was made on your order that was our mistake we will redo the item (s) and ship to you at our expense. We must be notified of any discrepancies within 30 days of receipt of order.

### ORDER CHANGES

If you've sent your order and found you've made a mistake or would otherwise like to make a change, notify us immediately. We will confirm the status of your order and will let you know if a change can be made. Please note additional fees may be required to stop your order to make a change. Changes should be emailed to [orders@foursistersprinting.com](mailto:orders@foursistersprinting.com) or faxed to (877) 413.7900.

### ORDER CANCELLATION

Cancellation charges are 5% of your order total in addition to a \$15 service fee. If your order has already been printed you will be charged the full price of the order.

### RETURNS

Return Policy - Customized items: We do not accept returns on custom printed items.

Return Policy - Non-customized items: If you are not satisfied with a non-customized item, you may return it for a full refund less the shipping cost and less a 10% restocking fee. The item(s) must be unused. Please contact Customer Service for further instructions.

## payment info

Charge my:  
(CIRCLE ONE)



\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Print name as it appears on card

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Security Number

\_\_\_\_\_  
Credit card billing address

\_\_\_\_\_  
Your Signature

Check/Money Order enclosed made payable to Four Sisters Printing. Mail to Four Sisters Printing, 156 Rogers Avenue Suite 4, Brooklyn NY 11216.

A. Subtotal \_\_\_\_\_

B. Shipping \_\_\_\_\_

C. Total with Shipping \_\_\_\_\_

D. NY Sales Tax (take % of C) \_\_\_\_\_

**GRAND TOTAL (C+D)** \_\_\_\_\_