



ORDER PLANNING TOOL FOR PERSONALIZATION

For your convenience please use the below questions to help with planning your personalized order!

• CHOOSE YOUR **CARD NUMBER** _____

• CHOOSE YOUR **GREETING** FROM THE "GREETINGS AT A GLANCE" PAGES _____

• CHOOSE YOUR **INK COLOR**: RED ___ GOLD ___ BLACK ___

• CHOOSE YOUR **ENVELOPE**: RED LINING ___ GOLD LINING ___ UNLINED ___

• WRITE YOUR **PERSONALIZED TEXT**

Prices include up to three lines of print. Each additional line has a \$6.00 charge.

• WOULD YOU LIKE YOUR **RETURN ADDRESS** PRINTED ON ENVELOPE: YES ___ NO ___

• CHOOSE **QUANTITY** TO BE PRINTED _____

Minimum order is 50 and goes up in increments of 25.

• IF CHOOSING A **PHOTO CARD**:

WHAT IS THE FORMAT OF YOUR PHOTO: HORIZONTAL ___ VERTICAL ___

This is so we may print the greeting in the correct orientation.

• **SHIP TO NAME & ADDRESS**

• **A PROOF WILL BE SENT TO YOU** •

Within a week after your order is placed, a proof, which will include your personalized text in the layout as it will be printed, will be sent to you for your approval. As soon as it is returned to Caspari with your signature, printing can begin.

• CHOOSE A **SHIPPING METHOD**:

GROUND ___ 2ND DAY ___ NEXT DAY ___

• **PLEASE ALSO HAVE READY**

EMAIL ADDRESS _____

PHONE NUMBER _____

CREDIT CARD INFORMATION _____