



# THE PRINTERY HOUSE

Conception Abbey • PO Box 12 • Conception, MO 64433

Phone: 800-889-0105 • Fax toll free: 888-556-8262 • Email: sales@printeryhouse.org

## Order Form for Ordination/Jubilee/Anniversary Invitations

*Click on each line to type your information. All blanks must be filled in.*

Name \_\_\_\_\_ Order Date \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_ **Date Needed** \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email address \_\_\_\_\_

If shipping address is different from above, enter it below:

Name \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Orders must be paid in advance. Shipping charges will be added.

Allow 2 to 3 weeks for orders to be processed, approved, and shipped.

Note: Please double check that your name, address, and phone number are correct. Carefully check all your typed copy for correct punctuation, capitalization and spelling. The Printery House is only responsible for printing exactly what you submit, not what we might think it should be. We will send a PDF proof copy to the email address provided before we print. Minimum order quantity is 20 on all items.

**INVITATION DESIGN: ORD** \_\_\_\_\_ Quantity \_\_\_\_\_

Type Style Choice (1-9) (This will be used for all items ordered): \_\_\_\_\_

- Choose layout style (X) \_\_\_\_\_ Formal (each line centered)  
 \_\_\_\_\_ Informal (all lines justified left)  
 \_\_\_\_\_ Box paragraph (left and right sides justified)

1. Mr. & Mrs. John Smith
2. *Mr. & Mrs. John Smith*
3. *Mr. & Mrs. John Smith*
4. Mr. & Mrs. John Smith
5. *Mr. & Mrs. John Smith*
6. Mr. & Mrs. John Smith
7. *Mr. & Mrs. John Smith*
8. Mr. & Mrs. John Smith
9. *Mr. & Mrs. John Smith*

### INVITATION TEXT:

Type your text below exactly as you want it to appear, line for line. You may use bold, italics, and different sizes. When we set the text in the

selected font, we will do our best to match your specifications and to make your text look good on the page.

***RETURN ADDRESS FOR INVITATION ENVELOPE (to be printed on back flap):***

Type your text below exactly as you want it to appear, line for line:

***THANK YOU NOTES: TEXT:*** Design **ORD** \_\_\_\_\_ **T**      Quantity \_\_\_\_\_

***THANK YOU ENVELOPE RETURN ADDRESS:***

***SOUVENIR CARDS:*** Design **ORD** \_\_\_\_\_ **S**      Quantity \_\_\_\_\_

Type your text below exactly as you want it to appear, line for line:

***BOOKLET COVERS -*** Design **ORD** \_\_\_\_\_ **B**      Quantity \_\_\_\_\_

*No imprinting on booklet covers.*

***INSERT CARDS:*** Design **ORD** \_\_\_\_\_      Quantity \_\_\_\_\_

Use for dinners, receptions, reply requests, or any message you need.

Type your text below exactly as you want it to appear, line for line:

*Additional insert cards may be ordered by copying and pasting the above section.*

***REPLY ENVELOPES:*** Design **ORD** \_\_\_\_\_      Quantity \_\_\_\_\_

Designed to fit insert cards. We can pre-address reply envelopes for you.

Type the address you want us to print below exactly as you want it to appear, line for line:

**INSTRUCTIONS FOR SENDING YOUR ORDER:**

Save this file using “Save As...” and add your last name to the file name. Be sure the “.doc” extension is still present, and email the file as an attachment to [sales@printeryhouse.org](mailto:sales@printeryhouse.org).

Alternately, you may fax this form toll-free to 1-888-556-8262, or mail it to:

Sales

The Printery House

PO Box 12

Conception, MO 64433

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