



www.howehouse.com

info@howehouse.com

For Office Use Only

Order Number _____

Town _____

Date Received _____

Date Needed _____

Single Sided _____

Double Sided _____

Photo/Art to be returned _____

ORNAMENT ORDER FORM

Custom Imprinted Ornaments

Customer

ORGANIZATION		DATE
CONTACT NAME		
ADDRESS		
CITY	STATE	ZIP
PHONE	FAX	
ALTERNATE PHONE	EMAIL	

Ornament

QUANTITY	ORNAMENT COLOR
SIZE <input type="checkbox"/> Lg Glass <input type="checkbox"/> Sm Glass <input type="checkbox"/> Acrylic	SIDES <input type="checkbox"/> Single-Sided <input type="checkbox"/> Double-Sided
IMPRINT COLOR (s)	

Shipping Address (if different)

NAME		
ADDRESS		
CITY	STATE	ZIP
PHONE		

Billing Address (if different)

NAME		
ADDRESS		
CITY	STATE	ZIP
PHONE		

Delivery

Rush Charges are required when we have less than 3 weeks for production. Charges range from \$50 to \$100.

DATE ORNAMENTS ARE NEEDED	USE RUSH SERVICES? <input type="checkbox"/> Yes	EXPEDITED SHIPPING? <input type="checkbox"/> Overnight <input type="checkbox"/> 2nd-day <input type="checkbox"/> 3-day
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Payment

METHOD <input type="checkbox"/> Check (Mail to address below) Credit Card <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> DISC		
NAME ON CARD	CARD NUMBER	
EXPIRATION DATE	CREDIT CARD BILLING STREET ADDRESS	
CITY	STATE	ZIP

Notice: Orders can run 5% over and 10% under. **Terms** Net-30. A 5.3% finance charge will be assessed on balances over 30 days.

Mail to: **Howe House Limited Editions, 624 South St., Lafayette, IN 47901.** Or fax to: **(765) 429-5202**

SPECIAL INSTRUCTIONS: _____

For best printing results, we recommend the tpestyles shown below.

Avante Garde
Clarendon

Cooper Black

Helvetica

Helvetica Narrow

Murray Hill

Old English

Palatino

Revue

Schoolbook

Zapf Chancery

Design Instructions

Wording - Front

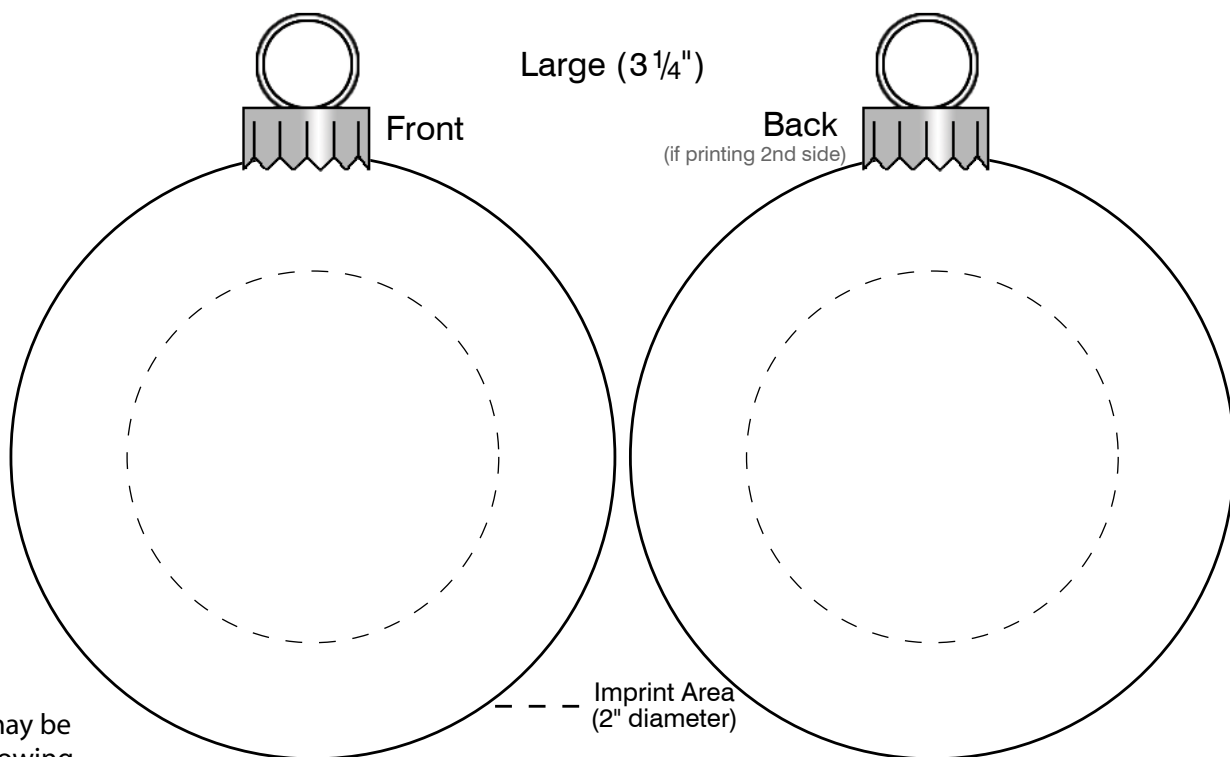
Top: _____

Bottom: _____

Wording - Back (If printing 2nd side)

Top: _____

Bottom: _____



Computer artwork may be submitted in the following formats: Photoshop, Illustrator, EPS, or PDF. Please email art to art@howehouse.com

