



CONTACT INFORMATION

BILLING ADDRESS

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_
Phone Number: \_\_\_\_\_
Email Address: \_\_\_\_\_
CC: \_\_\_\_\_

MAILING ADDRESS

Same as billing address

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_
Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_
Phone Number: \_\_\_\_\_
Email Address: \_\_\_\_\_
CC: \_\_\_\_\_

What date would you like to have your order finished by? \_\_\_\_\_

## YOU AND YOUR CUSTOM STATIONERY

We can't wait to get started on your custom personal stationery. First, help us get a feel for the details that are going to make your stationery unique to your personality and style.

### TELL US A LITTLE ABOUT YOURSELF.

What name (or names) would you like to see on your stationery?

Would you prefer a monogram rather than a full name? \_\_\_\_\_Y \_\_\_\_\_N

Do you want your personalized set to be:

Every day note cards \_\_\_\_\_

Thank you cards \_\_\_\_\_

Other? \_\_\_\_\_

What are some of your interests?

Will this set be used for professional \_\_\_\_\_ or personal use \_\_\_\_\_?

If you could describe in three words the tonality your stationery should have, what would they be?  
(i.e. Professional, Pretty, Fun, Whimsical, etc.)

\_\_\_\_\_

## YOU AND YOUR CUSTOM STATIONERY

### LET'S FIGURE OUT THE SPECIFICS AROUND YOUR ORDER.

\_\_\_\_\_ How many pieces would you like to order?

Do you have any special colors in mind?

### DO YOU HAVE A PRINTING PREFERENCE?

**Letterpress** - Handmade printing method that creates a tactile impression in the paper.

**Offset** - High quality flat printing, features sharp, crisp color and image detail. Cost determined per color and is most efficient if you are printing more than 500 pieces.

**Digital** - High quality flat printing. More cost effective than offset printing due to automated set up and printing process.

\_\_\_ Letterpress    \_\_\_ Off-Set Printing    \_\_\_ Digital    \_\_\_ No Preference

Would you like to enhance your custom stationery with any of the following items:

\_\_\_ Embellishments    \_\_\_ Envelope Liner



## SHOW US EXAMPLES

If you have any ideas in mind for the look of your the announcements, please feel free to provide any samples, photographs, sketches, fabric swatches, color samples, or other inspirations along with your questionnaire. *Keep in mind that we are not able to return any items provided, so please make sure you're only including copies of personal mementos with this form.*

## SPECIAL NOTES