HAUTE PAPIER
collections

Notes & Enclosures Order Form

Please fill out one form for each set of stationery.

Store Information

Store Name: _____

Contact: _____

Client Name/ PO: _____

Phone: _____

Email Address: _____

Shipping Information

Ship To: ☐ Store ☐ Drop Ship to Client (+$5.00)

Name: _____

Address: _____

_____

Phone: _____

Email Address: _____

We ship via FedEx. Please indicate preferred method.

☐ Ground ☐ 2 -Day ☐ Next Day

Proofs

We will email a complimentary proof to the retailer. If changes are required, they will be at a charge of $15 per round. Please indicate any changes in writing either on the proof or in the body of an email. Revised proofs will then be emailed back to the retailer. Once proofs are ready for print, please send your written approval to proofs@hautepapier.com or fax to 866.539.4055.

Size	Paper Color	Quantity	Envelope Liner
Enclosure or Note Card	Ivory or White		

Design	Copy for Stationery PLEASE NOTE: ONLY LETTERPRESS PRINTING IS AVAILABLE FOR STATIONERY	Font / Monogram / Motif IF NOT AS SHOWN, PLEASE INDICATE HERE	Ink Color

Copy for Return Address (if applicable) PLEASE NOTE: ONLY FLAT PRINTING IS AVAILABLE FOR ENVELOPES	Font	Ink Color DARK COLOR RECOMMENDED

Please Underline All Capital Letters

Placement

Please indicate placement

Envelope Color

☐ Aqua	☐ Lavender	☐ Smooth Ivory
☐ Black	☐ Lime	☐ Smooth White
☐ Carnation	☐ Navy	☐ Spruce
☐ Dove	☐ Orange	☐ Wine
☐ Grape	☐ Peacock	☐ Yellow
☐ Gray	☐ Red	
☐ Hot Pink	☐ Sky Blue	

Notes