

# The Ornament Company Order Form

## CUSTOMER INFORMATION

Minimum order is 100 pieces,

Indicate color choices (if applicable) in the artwork notes section.

Bill to:


Ship to:

(No PO Boxes) Address is: Commercial Residential


Contact:

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Phone:

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E-mail:

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Fax:

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## PRODUCT INFORMATION

QTY	ITEM	PRICE	EXTENSION
Choose your finish: <input type="checkbox"/> Gold (default) or <input type="checkbox"/> Silver			
	<b>3-D Ornaments</b> – (3-D or flat, boxed)		
	<b>Color Option:</b> up to 4 colors to your design (applies to entire order)	Add .50 each Pce	
	<b>Optional:</b> 7 week RUSH production	\$100.00	
	<b>Optional:</b> 6 week SUPER RUSH production	\$200.00	
1	<b>Development Fee:</b> (1 time fee for all new designs)	\$295.00	\$295.00
Code: _____		<b>Subtotal:</b>	
		Less Code:	
		<b>Order Total:</b>	
		<b>50% Deposit:</b>	

## ARTWORK REQUIREMENTS

Indicate your preferred wording and/or dates for your ornament perimeter...

30 characters max is suggested per arc for optimum legibility.

Email your photos/design artwork to: [peter@TheOrnamentCompany.com](mailto:peter@TheOrnamentCompany.com)

Top Arc: \_\_\_\_\_

Bottom Arc: \_\_\_\_\_

Notes: \_\_\_\_\_

## EASY ORDERING

Online: [www.TheOrnamentCompany.com](http://www.TheOrnamentCompany.com)

Phone: Phone: 757-585-0729 Fax: 757-561-2661

US Mail: 315 Archers Mead, Williamsburg, VA 23185

## 50% DEPOSIT REQUIRED

We will begin your order once we have received all 3 items (signed order, deposit, artwork).

Orders ship via UPS ground, upon our receipt of final payment.

Shipping charges and VA tax (if applicable) will appear on your final invoice.

**Check enclosed**

**Credit Card:** Visa, MasterCard or Discover

Credit Card # \_\_\_\_\_

Expiration: \_\_\_\_\_ Card Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

**Optional:** Bill this card for the balance due when our shipment is ready.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_