

Client Summary Form

reception calligraphy

ORDER DATE: _____ EVENT DATE: _____

NAME(S): _____

EMAIL: _____

PHONE: _____ ALT PHONE: _____

SHIPPING ADDRESS: _____

ITEMS YOU ARE CONSIDERING: (escort board / place cards / signage)

INK COLOR: _____

(There is a \$30 mixing fee for custom ink colors)

ESTIMATED NUMBER OF PLACE CARDS: (if applicable) _____

PREFERRED DATE OF RETURN: _____

FedEx or UPS SHIP NUMBER: _____

(Only if you are shipping your materials to me)

A PayPal payment request will be sent to the email address or phone number on this form.

Signed _____ Date _____

Email completed form to serena@calligraphybyserena.com.

321.325.0337 / www.calligraphybyserena.com