

Bill To: _____ **Ship To:** _____
 (Only fill in if different than Bill To Address. Note: Street Address needed for delivery.)

HOW TO ORDER:

BY MAIL: To the address below. **BY PHONE:** Call (201) 641-0070 7:30 am-8:30 pm ET **BY TOLL FREE FAX:** 1-800-772-1144 24 Hours a Day / 7 Days **BY INTERNET:** www.GalleryCollection.com

(If you Fax, Phone, or order on the Internet, please do not mail this form to avoid duplication. For multiple orders, photocopy this form.)

SEE CATALOG OR WEBSITE FOR PRICES AND SPECIFICATIONS.

1 DESIGN NUMBER: _____ **2 GREETING CODE:** _____ (Not available with Calendar cards) **3 QUANTITY:** _____

4 YOUR GREETING & IMPRINT COLOR:

For your greeting and card imprint choose either foil or one of the ink colors. Ink is included at no additional charge. Foil imprint costs only 10¢/card with a \$10.00 setup. If you choose foil, the Gold or Silver imprint will match your cards.

Check One Box Only **FOIL IMPRINT** **GREEN INK IMPRINT** **RED INK IMPRINT** **BLACK INK IMPRINT** **BLUE INK IMPRINT**

5 YOUR CARD IMPRINT:

Maximum 45 letters and spaces per line. Please clearly print your card imprint as you wish it to appear.

Holiday & All-Occasion Cards - 2 lines in ink will be included at no additional charge. (If imprint area is left blank, only your greeting will appear.)

Calendar Cards - 5 lines in ink will be included at no additional charge.

Editable Text Cards - Order online to choose your font style, text size and imprint color.

6 ENVELOPE STYLE:

For your envelope style choose either the Classic or Laser envelope with a moisture or Seal Fast self-adhesive flap. Your envelope color will complement your cards. Seal Fast envelopes are 15¢ each. If style is not chosen, Classic moisture seal envelopes will be sent with your order.

Check One Box Only **CLASSIC SEAL FAST** **CLASSIC SEAL FAST** **LASER SEAL FAST** **LASER SEAL FAST**

7 ADDITIONAL ENVELOPES: Fill in quantity, multiples of 25. _____ (Seal Fast 25@\$.625 Classic or Laser 25@\$4.00)

8 RETURN ADDRESS ON ENVELOPE FLAP:

Please clearly print exactly what you wish to appear on the envelope flap. Your envelopes will be imprinted in the same color ink or foil as your card greeting and imprint in section 4. (Return address is optional: Ink is 5¢/envelope with \$10.00 setup; Foil is 10¢/envelope with \$10.00 setup)

9 PENS AND SEALS: Gel Pen package contains 2 Pens @ \$3.00 per pack. Foil Seal package contains 50 Seals @ \$4.50 per pack. (Discount and Dollars Off do not apply.)

Yes, send me _____ Metallic Gel Pen Package(s) GOLD Item # 002GN
 number of packages SILVER Item # 003GN
 Yes, send me _____ Embossed Foil Seal Package(s) GOLD Item # 044SN
 number of packages SILVER Item # 055SN

10 CORRESPONDENCE NOTE CARDS:

15 flat-panel cards and Seal Fast envelopes in each box. Price includes 1 line of personalization in foil or ink. (Discount and Dollars Off do not apply. Item 004TF)

Imprint: _____
 Gold Foil or Silver Foil _____ Box(es) Note Cards (Garamond typeface only)
 Blue Ink or Black Ink _____ Box(es) Note Cards Garamond *Bickham Script* Tekton Nueva

11 PAYMENT CHOICE (Check one): BILL ME or charge to: VISA MC AMEX DISCOVER

Credit Card # _____ Exp. date ____/____/____

12 ORDERED BY: _____

Print name clearly

Signature

Title

() _____ () _____
 Daytime Phone Number Fax Number - optional E-mail Address - to receive order confirmation and shipping notification