

# THE ORNAMENT COMPANY ORDER FORM- 2010

1311 Jamestown Rd #202 Williamsburg, VA 23185 P: 800-908-1152 F: 757-229-3253

## CUSTOMER INFORMATION

<b>Bill to:</b>	
<b>Ship to:</b> <i>(No PO Boxes)</i>	
<b>Contact:</b>	
<b>Phone:</b>	
<b>E-mail:</b>	
<b>Fax #:</b>	
<b>Event date:</b>	

*The absolute minimum order is 200 pieces and is subject to a +/- 5% variance in your final finished order quantity due to the metal etching process. Delivery is production time **plus** 2-5 business days for UPS Ground shipping from Williamsburg, Virginia. **\*\***(Any Virginia tax, shipping charges, art modification charges or quantity adjustments will appear on your final invoice).*

## PRODUCT INFORMATION

QTY	ITEM	PRICE EACH	EXTENSION
1	Art/Tooling Fee (one time charge)	\$275.00	
	Ornaments - (3-D, Boxed)		
	Stained Glass Suncatchers - (3-D, Boxed)		
	Flat Mailer Ornaments - (flat, in cello sleeve)		
	8 week <u>STANDARD</u> production	no/charge	
	7 week <u>RUSH</u> production	\$100.00	
	6 week <u>SUPER RUSH</u> production	\$225.00	
	E-mail of artwork for design approval	Free	
	Packaged paper sample sent via 2 day mail	\$40.00	
	Brass display stands	\$3.00 ea	

**Finish:** \_\_\_\_\_ Standard 24 kt **Gold** plated or \_\_\_\_\_ **Silver** rhodium plated

*You may combine boxed ornaments & boxed suncatchers to meet order minimums.*

**\*\*Estimated Order Total:**

**50% deposit amount:**

## ARTWORK REQUIREMENTS

*Indicate your preferred wording and/or dates below. 30 characters maximum per arc is suggested for optimum legibility. Wording can be modified at no charge, during the proof approval stage. Please e-mail artwork to [tocservice@gmail.com](mailto:tocservice@gmail.com) or send photographs, line art, postcards, etc. with your mailed order. E-mailed photos should be high resolution at least 1 MB in size. Web sized photos cannot be accepted. If you have questions about artwork specs, please email Peter via [artwork@tocservice.com](mailto:artwork@tocservice.com)*

<b>Top Arc:</b>	_____
<b>Bottom Arc:</b>	_____
<b>Notes:</b>	_____

**SIGNATURE:** \_\_\_\_\_

## PAYMENT DETAILS

*A 50% deposit of the order total is required to begin your order. Visa, MasterCard, Discover or checks are accepted. Orders ship upon our receipt of final payment. We offer FREE Ground UPS shipping on orders that pay both the deposit & balance due via check.*

- CHECK** - We will mail a check for the 50% deposit. We understand that our chosen 6, 7 or 8 week timeline begins upon your receipt of our deposit.
- CREDIT CARD**- Please charge our Visa, MasterCard or Discover Card listed below for the required 50% deposit, and e-mail us a receipt.

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

**Expiration:** \_\_\_\_\_ **Card Code:** \_\_\_\_\_ **Billing Zipcode:** \_\_\_\_\_

- Optional: Release our shipment when ready & bill this card for the balance due.

*An order confirmation will be e-mailed upon our receipt of your complete order, (artwork, 50% deposit & signed order form). Your design proof will be sent with 2 weeks.*