

How to Order . . .

Addressing Services

1. Compile Address List

Visit PeacockCalligraphy.com for preformatted address list templates. If your clients already have their addressing data in an electronic format, please email it to us and we'll be happy to let you know if we can work with the data as is. When complete, please email your list to addressing@peacockcalligraphy.com.

2. Complete Order Form

Next, complete an Addressing & Mailing Services order form (on the back of this sheet) by including your dealer info and selecting the addressing typestyle and ink color for your order. Please include your completed order form with your shipment. If you are having your envelopes drop shipped from the manufacturer, please fax your order form to 877-282-9505.

3. Ship Envelopes to Peacock

We provide pre-paid, pre-addressed DHL Ground shipping labels to ship envelopes to us. If you use these labels, simply attach the label to your box and drop it off at a local DHL Authorized Shipping Center (please note, we do not pay for DHL pick up charges). If you choose to use your own carrier (or if your envelopes are being drop shipped directly from the manufacturer), please ship envelopes to Peacock Calligraphy, 100 North Main Street, Atmore, AL 36502.

Your envelopes will be addressed and returned within 5 business days of receipt by us. If we have an email address on file for you, we will email your tracking number to you after shipment. Please note, if we are mailing your invitations for you, please allow 7 business days following receipt by us.

Peacock Calligraphy

100 North Main Street • Atmore, Alabama 36502

877-858-8180 • fax: 877-282-9505 • info@peacockcalligraphy.com

www.PeacockCalligraphy.com

Addressing & Mailing Services Order Form

Company Name	Account #
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Addressing		
Item #	Description	Quantity
ADDR-OUTER	Outer Envelope Addressing	
ADDR-SET	Invitation Set Addressing (includes outer & inner envelope)	

Assembly & Mailing		
Item #	Description	Quantity
ASSM-PACK	Addressing, Assembly & Mailing Package - Includes: - addressing outer envelope (inner envelope addressing is available for 50¢ more) - assembly of up to 3 enclosures (following formal etiquette standards or your instructions) - sealing outer envelope - mailing assembled ensembles * postage will be charged at cost and is additional	
ASSM-POST	42¢ Postage	
ASSM-ENC	Additional Enclosures (each) (in excess of 3 that are included in package above)	

Other Services		
Item #	Description	Quantity
ADDR-PROOF	PDF Proof of Addressing Merge	
ADDR-DATA	Data Entry of Addresses Submitted in Non-Electronic Format (per address)	

Typestyle	Ink Color	
	<input type="checkbox"/> Match Ink Color (we will do our best to match your ink color - if we can't find a suitable match, we will contact you)	

Keep extra envelopes?	<input type="checkbox"/> Yes - how many? _____ <input type="checkbox"/> No	Special Instructions

Shipping		Billing	
Contact Name		Billing Method	<input type="checkbox"/> Visa <input type="checkbox"/> M/C <input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> Check
Address 1		Contact Name	
Address 2		Credit Card #	
City, State ZIP		Expiration Date	
Telephone		Name on Card	
Email		Billing Address	
		Billing Zip Code	

Shipping Method	Ground: <input type="checkbox"/> DHL Ground <input type="checkbox"/> FedEx Ground Express (please call us for quote): <input type="checkbox"/> 3-Day <input type="checkbox"/> 2-Day <input type="checkbox"/> Next Day <input type="checkbox"/> Ship to residence
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ADDRESSING/ASSEMBLY SERVICES ORDERING INSTRUCTIONS:

1. complete this order form
2. make a copy of the order form for your records and include the original in your shipment
3. email your client's address list to addressing@peacockcalligraphy.com
4. ship envelopes to Peacock Calligraphy, 100 North Main Street, Atmore, AL 36502

Please note: MINIMUM ORDER FOR ADDRESSING AND ASSEMBLY SERVICES IS \$50