



ORDER FORM

One item per order form

Phone: 319-651-5678

Order Number _____

Email: ck@carolinesinteriors.com

Order # _____ of _____ orders

Address: 329 10th Ave. SE,
Suite 123
Cedar Rapids, IA 52401

PROOF REQUESTED

Please print **ALL** information necessary to insure *quick and accurate* processing of your order.

SHIPPING METHOD: Ground 2nd Day Air 3rd Day Air Overnight

DROP SHIP INFORMATION

Customer Name: _____

Address: _____

City, ST, Zip _____

Daytime Phone: _____

Page #	Item Number	Qty (# of sets)	Paper/Label Color	Ink Color	Border Color	Design Code	Typestyle Code	Envelope Lining Code

PRODUCT DESCRIPTION: _____

PERSONALIZATION Underline all capital letters. Specify punctuation.

MONOGRAM

First Name Initial Last Name Initial Middle Name Initial

INITIALS

OR

First Name Initial Middle Name Initial Last Name Initial Addtl Initial

ENVELOPE PERSONALIZATION Underline all capital letters. Specify punctuation.

INCOMPLETE ORDER FORMS DELAY PROCESSING!

Please confirm the following:

- Is personalization within character/space limits?
- Have you confirmed spelling is correct?
- Is your order legible?
- Is your order complete?

CAROLINE'S INTERIORS AND

RYTEX IS NOT RESPONSIBLE FOR THE FOLLOWING:

- Duplicate orders, missing or incomplete information, retailer misspellings and orders submitted on NON-RYTEX order forms.
- Once an order has entered production, no changes or cancellations can be made.
- Once a proof is approved, no changes or cancellations can be made.

GUIDELINES

RUSH

Rytex does not currently offer rush production. For expedited deliveries, please upgrade your shipping method.

SHIPPING

For expedited deliveries, choose overnight, 2-Day service or 3-Day service. Multiple orders shipping to the same address must be submitted together. Up to 9 items may ship together on one order. Failure to include shipping address on orders will result in shipment to the retailer. Shipments to Hawaii, Alaska and Puerto Rico are mailed via US Postal Service (subject to USPS rates). Carrier damage claims must be reported to Rytex within 10 days of receipt of order. Loss claims must be reported to Rytex within 30 days of order date. Claims filed outside this timeframe may be ineligible for credit or no charge replacement. Contact Customer Service for details. Additional charges may apply to reshipment of carrier returns. Shipping scale below includes the contiguous 48 states*:

FLAT RATE SHIPPING

SHIPMENT METHOD	COST PER SHIPMENT
Stickers and Labels only	\$5*
Ground	\$8.95*
Two Day	\$18.95*
Three Day	\$13.95*
Overnight	\$28.95*
Drop ship fee	\$4*

*rates subject to change without notice

(effective 10/01/12)