

## Ordering Information

If you have questions or would like to place your order by phone, call our toll-free number: Weekdays 7:00 a.m. to 9:00 p.m.; Saturdays 8:00 a.m. to 5:00 p.m. Mountain Time. **We recommend that you fill out an order form before calling to ensure complete and accurate ordering.** If your order form is missing, call 1-800-635-3898.

Payment for phone orders must be made with a **VISA, MasterCard, Discover/NOVUS or American Express** credit card. Please have your credit card information ready when calling. **We cannot accept phone orders for map cards, programs, photo invitations, photo tissues or items with non-English wording.**

## Order Changes and Cancellations

Please be sure your order is correct and final before mailing to us. We cannot guarantee to intercept, cancel or change any order that has been sent or phoned to us. At your request we will attempt to locate such orders. If we stop your order you will be charged in proportion to the work completed (**minimum charge \$10.00**). If the order is completed you will be charged full cost, less blank envelopes and non-personalized items.

Be sure to order extra invitations, informals, enclosures and response cards for people you may have overlooked. It will cost you *LESS* to order an additional 25 now with your original order than to place a new order for 25 at the regular price later.

## Method of Payment

**CREDIT CARDS:** Rexcraft gladly accepts **VISA, MasterCard, Discover/Novus and American Express**. When ordering, please include the name, street address, credit card number, expiration date and signature of the cardholder.

**PERSONAL CHECK:** We are happy to accept personal checks. Please note, however, that it is illegal to attempt to pay for merchandise with an insufficient-funds check. If you are not certain your check will clear, please send us a money order or cashier's check.

**CREDIT BALANCES:** Credit balances not claimed or used within 90 days of posting become property of Rexcraft®.

**SHIPPING CHARGES:** See right for complete shipping information.

## Privacy Promise

If you would like your name removed from our mailing list for future wedding-related and newlywed offers, please call our toll-free number: **1-800-635-4653**.

## The Rexcraft Satisfaction Guarantee

You have enough stress in your life right now. That's why we'll make sure ordering your invitations and accessories from us will be easy and hassle free. In fact, we'll guarantee it. If you are not completely satisfied with any non-personalized item, simply return it within 30 days and we will replace the merchandise in question or refund your money. Should we make any error in your original copy, we will replace your stationery or any personalized item free of charge. **Satisfaction Guaranteed.**

## Ordering Instructions

For instructions on how to fill out the order form, see the easy-to-follow steps below.

**STEP 1** Type or clearly print your name and address. Include your wedding date, the date of the order and a phone number so we can call you if any questions arise about your order.

**STEP 2** Complete each section for the items you wish to order. Sample invitation wordings are shown throughout the catalog. You may choose one of these or write your own wording. If you select one of our standard wordings, please mark the wording number in the appropriate box on your order form.

Call our attention to unusual spellings (i.e., Jon, Elisabeth, Henri, etc.). Note them "spelling OK."

Make clear capitals and spacing, such as LaVere, La Vere or Laverre; McDonald or Macdonald, etc. Underline letters to be capitalized in such names.

Please be sure the day and the date agree on the calendar of the month the marriage is to take place. For example, if the invitation reads "Saturday, the fourth of May," make sure that May fourth IS a Saturday.

Spell out names of states, cities, churches, etc.

**STEP 3** Fill in non-personalized items and any extra charges that may apply to your order.

## Shipping Information

**BEST VALUE - Third-Day Shipping:** see price chart and information below.

Order Total	Standard Ground	3rd-Day Shipping BEST VALUE!	2nd-Day Shipping	Next-Day Shipping
Up to \$24.99	\$7.95	\$13.45	\$18.45	\$28.25
\$25.00 to \$49.99	\$10.95	\$17.45	\$22.45	\$32.25
\$50.00 to \$99.99	\$12.95	\$21.45	\$26.45	\$36.25
\$100.00 to \$124.99	\$14.95	\$23.45	\$28.45	\$38.25
\$125.00 to \$149.99	\$16.95	\$25.45	\$30.45	\$40.25
\$150.00 to \$199.99	\$18.95	\$27.45	\$32.45	\$42.25
\$200.00 & Above	\$20.95	\$29.45	\$34.45	\$44.25

Please provide a street address (not a Post Office Box) when ordering. Our normal shipping method is UPS. If only a Post Office Box is given we will ship Parcel Post. We recommend **Second-Day** shipping to Alaska, Hawaii and Puerto Rico.

For the best value, **Third-Day** shipping guarantees your order will be delivered within three business days from the time it leaves our plant.

**Second-Day** shipping guarantees your order will be delivered within two business days from the time it leaves our plant.

**Next-Day** shipping guarantees your order will be delivered the next business day after leaving our plant.

For all foreign shipments (including Canada), please pay in U.S. dollars. Actual shipping will be charged on all orders outside the continental United States (including Canada). For an estimate based on total value, call **1-800-635-3898**.

**STEP 4** Indicate method of shipment and enter charges from table at right. We normally ship via United Parcel Service where available. If UPS is not available or your address is a P.O. Box, we will ship via Parcel Post. If you desire Third-Day, Second-Day or Next-Day shipping, check the appropriate box and enter charges from those shown at right.

**STEP 5** Indicate the method of payment. We accept personal or cashier's checks, VISA, American Express, MasterCard and Discover/NOVUS. If you use a credit card, please fill in the credit card number, expiration date, the name of the cardholder and cardholder's street address. If you pay by personal check, see note below. **If your order is faxed or phoned in, payment must be by credit card.**

**STEP 6** Summarize your charges and total your order. Add in the shipping charges. Include sales and shipping taxes if you are a resident of one of the states noted in the lower right-hand corner of the order form. Please verify that the order is correct and ready for us to print.

## Important Note Concerning Personal Checks

We thank you for trusting us with your order. We will also trust you by accepting your personal check. If your check is returned to us by our bank for insufficient funds, we will charge you for all collection costs, attorney's fees and court costs necessary to collect the check, plus 1½% per month on the amount due. Also, please note that it is illegal to attempt to pay for merchandise with a fraudulent (insufficient funds) check. We suggest that if you have any doubt whether your personal check will clear your bank, send a cashier's check or money order.

**\*Alaska, Hawaii and Puerto Rico delivery are also available for an additional charge. Please contact our customer service department for more information on delivery commitment and extra charges.**

Orders outside the continental United States, Canada, Mexico and the Caribbean will not be accepted if the wedding date is less than three months from receipt of the order. No sales of matches can be made outside of the United States.

*Have your order delivered to your workplace — it's guaranteed that someone will be available to receive the delivery and you won't have to worry about your invitations being left on your doorstep in the rain! Check with your employer about this.*

**All charges are subject to a fuel surcharge and/or delivery area charge.**