

# Order Form – The Abbey Studio

theabbeystudio.com

Ten Accord Pond Drive, Hingham, MA 02043 781.740.9000 Fax 781.741.9877

Name of Person Placing Order: \_\_\_\_\_ P. O. Number (if applicable): \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Shipping Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Item	Qty	Description	Recipient's Name	Text	Presentation Date or Dates of Service	Name & Title of Signatories	Amount
1				<input type="checkbox"/> Custom* <input type="checkbox"/> Standard			
2				<input type="checkbox"/> Custom* <input type="checkbox"/> Standard			
3				<input type="checkbox"/> Custom* <input type="checkbox"/> Standard			
4				<input type="checkbox"/> Custom* <input type="checkbox"/> Standard			
						Subtotal	
						Sales Tax (if applicable)	
						Shipping	
						Total Enclosed	

\*Please supply typed copy if custom text is desired.

Preferred accent color: \_\_\_\_\_

(Choose from: medium blue, dark blue, red, dark green, bright green, brown, black, maroon, gray or orange.)

Please be sure to include:

Wafers stamped with your school seal

Facsimile signatures for signatories

All orders will ship UPS unless directed otherwise by customer.

Please tell us how you heard about us: \_\_\_\_\_