



**Calligraphy Request Form**

1. Your full name: \_\_\_\_\_
2. Event type (underline one):    Wedding      Shower      Fundraiser  
Other (please specify): \_\_\_\_\_
3. Relation to event (underline one):      Bride      Mother of Bride  
Mother of Groom      Host/ess      Event Coordinator  
Other (please specify): \_\_\_\_\_
4. For weddings:
  - Bride's full name \_\_\_\_\_
  - Groom's full name \_\_\_\_\_
5. Event Date: \_\_\_\_\_
6. Your Contact Information:
  - Phone: \_\_\_\_\_
  - Address where finished work will be sent:  
Business/Organization (if applicable) \_\_\_\_\_  
Address 1 \_\_\_\_\_  
Address 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
  - Email: \_\_\_\_\_

7. Services Needed	Qty:	Ink Color:	Italic/Copperplate:	Formal/Inf.:
• Outer Envelopes	_____	_____	_____	_____
• Inner Envelopes/Wraps	_____	_____	_____	_____
• Return Address	_____	_____	_____	_____
• Escort Cards	_____	_____	_____	_____
• Table Number/Names	_____	_____	_____	_____
• Menu	_____	_____	_____	_____
• Program	_____	_____	_____	_____
• Other (specify)	_____	_____	_____	_____

8. I need to receive the completed calligraphy by this date: \_\_\_\_\_

9. I would like to pay\*\*\* by: US Post Office Money Order  
made out to Rebecca Lakhani

Cash

Credit Card (via Paypal)

(Sorry, sweetpea calligraphy does not accept personal checks!)

\*\*\*A 30% deposit will be required by the time I receive your materials. Please include 15% extra envelopes, escort cards, etc. as mistakes could occur. I will keep the extra envelopes in case you need extra invitations or a correction. If you receive the completed envelopes and they are satisfactory, I will send the extra envelopes back to you at that time.

**Thank you for choosing sweetpea calligraphy!**