



Reach Unlimited

Reach Unlimited Enterprise
 Learning Activity Center
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Napkin Order Form

Date	
Name	
Address City, State, Zip	
E-mail	
Contact Phone #	

Napkin Pricing (does not include 8.25% sales tax)

TYPE SET FEE: \$5.00 (One-time charge per order)

Up to 2 lines of type	Monogram or Large Motif & up to 2 lines of type	Printing Only (you provide napkins) 2 lines type Monogram or Motif	
100 cocktail \$15.00	100 cocktail \$25.00	100 cocktail \$12.00	\$15.00
100 lunch \$20.00	100 lunch \$25.00	100 lunch \$12.00	\$15.00

(call to check availability of luncheon napkins—all colors not kept in stock)

Please allow at least 2 weeks for completion of your order.

A Rush Order charge of \$5.00 per 100 napkins will be applied to orders placed less than 2 weeks in advance.

Napkin Size		Number Ordered (increments of 100)	
Napkin Color		Foil Color	
Inscription 25 characters/spaces per line (max) (Please print and use capital and lower case letters as you wish it to be printed on napkins)			
Print style & special instructions			
Date needed			

Payment due at time of order.

TOTAL DUE: _____

PAYMENT METHOD:

___ Check Check number: _____ Amount: _____

___ Cash Amount: _____

___ Credit Card ***

Circle one: **VISA MC AE**

Credit Card number: _____

Expiration Date: _____ CVV _____ Zip Code _____

Name on card: _____

Signature: _____

*****Billing address must be filled out completely above in order to process.**

11/2017

Thank you for your order!