



Reach Unlimited Enterprise
 11832 Mueller Cemetery Rd.
 Cypress, TX 77429
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 JKennedy@ReachUnlimited.org

NAPKIN ORDER FORM

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

Napkin Pricing (does not include 8.25% sales tax)

SET-UP FEE: \$10.00 (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 Dinner \$20.00	100 dinner \$25.00	100 dinner \$12.00	\$15.00

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)			
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 _____

Name on card: _____

Signature: _____

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

Thank you for your order!