

a milestone paper co.

PAPER PRODUCTS FOR WEDDINGS, BABIES AND EVERYTHING IN BETWEEN

Name	
Address	
Phone	
E-mail	
Date	

Total Cost	
Assembled or Unassembled	
Product(s) with Detailed Description	
Quantity of Each	

Final Date to Submit Copy 6 weeks prior to completion date	
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Final Date to Approve Copy 5 weeks prior to completion date	
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Non-Refundable Deposit Due - 1/2 the total cost	
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Proof approval—I agree the proof is to my satisfaction and I understand that any changes after this point will be at my cost.

_____ *Name* _____ *Date*

Completion Date	
Remaining Balance Due	

CANCELLATION AND REFUND POLICIES

When you submit an order we guarantee your order will be correct to your specifications with regards to quantities, spelling, typestyle, ink color, and specific instructions regarding set-up of wording on personalized items.

If there is any deviation from the agreed-upon set-up of your order, the incorrect portion of your order will be replaced at no additional cost to you.

Please contact us immediately for assistance in obtaining replacement of an incorrect order. Requests for replacement of items must be made within 10 days of receipt of the product. Shipping method for replacement items will be chosen at the discretion of the supplier replacing the product but will not be lesser than the method of shipment used for the original order.

Although we do our best to accurately describe the product, it is your responsibility to verify that the actual product will meet with your satisfaction prior to placing a full order. We strongly encourage you to order a sample of any printed or personalized item prior to placing your order. Allow three weeks to prepare a sample. The sample must be requested at least four weeks prior to established final date to approve copy.

If there is an error on your part, we will be happy to work with you on a re-order of the same item and may be able to secure a small additional discount for the reprint.

Orders may not be subject to cancellation. Please contact us as soon as possible if circumstances require cancellation on an order already placed. Cancellation fees or full order charges may apply depending on the status of the order process.

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