



SENT VIA FAX TO () _____ # OF PAGES INCLUDING COVER _____

POSTAL AND MAILING DISCLAIMER

TO: _____ DATE: _____ TIME: _____

PLEASE READ CAREFULLY: Events, Ink will mail your invitations upon your request for a fee, in addition to the cost of postage. Should invitations need to be sent next day or out of the country, Events, Ink will use the services of UPS for the shipment. If the customer requests the use of an additional shipping carrier the customer will need to provide their account number or credit card in writing to charge the shipment to. Invitations will be mailed to the addresses provided and approved by the Customer. Events, Ink will provide to the Customer any tracking numbers associated with the shipment. It is the Customer's responsibility to track all packages that are not delivered. Events, Ink is not responsible for incomplete or incorrect titles, business names, personal names or addresses. All invitations will be dropped off at the Horizon Ridge Post Office in Henderson, Nevada. Events, Ink will inform the Customer of the date that the invitations were dropped at the Post Office. **The customer acknowledges and agrees that just because the invitations were delivered to the Post Office on a particular date does not mean that they will be post-marked with this date.** Events, Ink has no control over the Postal system and all mailings are done on a "best-efforts" basis. Events, Ink will be responsible for any mistakes made when addressing envelopes and will correct the situation by providing a corrected envelope. Events, Ink is not liable for any damage sustained to invitations by the post office or any other shipper. Events, Ink is not responsible for the invitation if it has been received and opened by the guest in a less than gentle manner. Customer agrees to the enclosure of the invitation, agrees that it is acceptable for shipping and understands that Events, Ink provides this service on a best efforts basis and will not hold Events, Ink liable for any mishaps once it has been delivered to the customer. If the customer or a third party is responsible for final packaging of the invitation (in a shipping box) either the customer or the shipper has responsibility for the condition of the invitation upon arrival.

- I UNDERSTAND THE ABOVE AND WISH EVENTS, INK TO PURCHASE ALL POSTAGE NECESSARY AND MAIL INVITATIONS ON MY BEHALF. I AGREE TO PAY FOR POSTAGE AND ANY BALANCE DUE ON THE INVITATIONS **PRIOR** TO THE INVITATIONS BEING SENT. Per Invitation \$ _____ Per Rsvp \$ _____ INITIAL HERE _____
- I UNDERSTAND THE ABOVE AND WILL PROVIDE TO EVENTS, INK THE POSTAGE NECESSARY FOR THE RSVP ENVELOPES AND EVENTS, INK WILL USE THESE STAMPS DURING THE ASSEMBLY OF MY INVITATIONS. EVENTS, INK WILL STUFF AND SEAL THE INVITATIONS ENVELOPES FOR ME. INITIAL HERE _____
- I UNDERSTAND THE ABOVE AND WILL PROVIDE ALL POSTAGE TO EVENTS, INK AND WISH EVENTS, INK TO MAIL THE INVITATIONS ON MY BEHALF. I AGREE TO PAY FOR ANY BALANCE DUE ON THE INVITATIONS **PRIOR** TO THE INVITATIONS BEING SENT. Per Invitation INITIAL HERE _____
- I UNDERSTAND THE ABOVE AND WILL PROVIDE MY OWN POSTAGE, STUFF THE INVITATIONS AND MAIL THE INVITATIONS MYSELF. I AGREE TO PAY FOR ANY BALANCE DUE ON THE INVITATIONS **PRIOR** TO THE INVITATIONS BEING DELIVERED, MAILED TO OR PICK-ED UP BY ME. Per Invitation INITIAL HERE _____

ATTACHED IS THE MAILING LIST PROVIDED BY YOU – PLEASE REVIEW EACH NAME AND ADDRESS AND INITIAL THE UPPER RIGHT HAND CORNER ON EACH PAGE. THIS IS THE LIST EVENTS, INK WILL USE FOR YOUR MAILING. ANY CHANGES OR ADDITIONS MUST BE PROVIDED IN WRITING – DO NOT SEND A NEW SPREADSHEET; JUST LIST THE CHANGES OR ADDITIONS SEPARATELY.

BY: _____ DATE: _____