



Invitation Worksheet

Company _____ Address _____

Phone _____ Fax _____ Email _____

Total Cost of Package \$ _____ Est. Delivery _____

Deposit Amount \$ _____ Date Paid _____

Balance Amount \$ _____ Balance Due _____

Book/Catalog _____ Page _____

Item	Quantity	Cost
Invitations	_____	\$ _____
Announcements	_____	\$ _____
Envelope Lining	_____	\$ _____
Pre-Printed Return Address	_____	\$ _____
Reception Cards.....	_____	\$ _____
Response Cards.....	_____	\$ _____
Informals/Thank You Notes	_____	\$ _____
Map Cards	_____	\$ _____
Programs	_____	\$ _____
Napkins.....	_____	\$ _____
Matches.....	_____	\$ _____
Ribbon for Favors	_____	\$ _____
Place Cards	_____	\$ _____
Postage Stamps	_____	\$ _____