

# Order Form • Quotation Request Form



- New order (please complete form)
- Reorder: Offering books Qty. \_\_\_\_\_ Youth books Qty. \_\_\_\_\_
- Reorder with changes (note changes on form or include sample)
- Quotation only

**Please fill out order blank completely.**

Date: \_\_\_\_\_

**Please print or type**

\_\_\_\_\_  
Name of Church

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Ship to (not a P.O. Box):

### Shipping Information

Your order will be shipped when printed. Please provide a delivery address where there will be someone to receive and sign for your order.

\_\_\_\_\_  
Ordered by

\_\_\_\_\_  
Title

\_\_\_\_\_  
Daytime phone number Fax number

\_\_\_\_\_  
Email address

### Payment Information

Bill the church

Credit Card



\_\_\_\_\_  
Name as it appears on card

\_\_\_\_\_  
Credit card # Exp. date

### Five easy ways to order!

EMAIL: [owc@onewriteco.com](mailto:owc@onewriteco.com)

PHONE: 800-268-6070

WEB: [onewriteco.com](http://onewriteco.com)

FAX: 800-504-2260

MAIL: 3750 Lancaster New Lexington Rd SE  
Lancaster, OH 43130-9314

### Custom Offering Envelope Books

1. Quantity: \_\_\_\_\_

2. Book Cover:  Cover Design # \_\_\_\_\_

To view our complete selection, view the gallery at [onewriteco.com](http://onewriteco.com)

Custom Cover (picture or logo)

If custom, enclose image or logo, or email to [owc@onewriteco.com](mailto:owc@onewriteco.com)

Color of Ink:  Black  Full Color

Return Address  Postal Permit # \_\_\_\_\_

3. Size:  Full Size  Full Size Mailable  Small Size

4. Envelope Template:

Centered  Logo on Left  Centered with logo  Custom

5. Ink Color (if other than black): \_\_\_\_\_

6. Dating:  Calendar (Actual Sunday date) Begin: \_\_\_\_\_

Perpetual (Month and Sunday - no year)

No Dates

7. Start Number: \_\_\_\_\_  No Numbers

8. Weekly Fund Titles:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

9. Initial Offering Envelope:  Yes  No

No Amount  \$ \_\_\_\_\_ (please specify)

10. Special Occasion Offering Envelopes: (check which is desired)

Standard  Premium  Color Border  Full Color

List below how many Special Occasion Offering Envelopes are to be included with each book ordered. List name of gift and dates where envelopes are to be inserted in booklet.

# PER BOOKLET	NAME OF GIFT	DATE(S) INSERTED
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If additional space is required please use separate sheet)

11. Pledge Card:  Yes  No

If yes,  Insert in Books  Bulk

Books will be distributed:

Annually  Semi-annually  Quarterly  Monthly

### Stock Offering Envelope Books

Full Size (Sold in multiples of 25 or 50) Quantity: \_\_\_\_\_

Small Size (Sold in multiples of 25) Quantity: \_\_\_\_\_

### Bulk Offering Envelopes

(Minimum order of 100, sold in multiples of 100)

- Cash Size      Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_
- Full Size        Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_

To view our complete selection, view the gallery at onewriteco.com

Color of Ink (if other than black): \_\_\_\_\_

- Custom (picture or logo)
- If custom, enclose image or logo, or email to owc@onewriteco.com

### Stock Special Occasion Envelopes

(Multiples of 100 per occasion)

- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_
- Quantity: \_\_\_\_\_ Envelope Design #: \_\_\_\_\_

To view our complete selection, view the gallery at onewriteco.com

### Youth Offering Envelope Books

1. Quantity: \_\_\_\_\_ (minimum order of 25)
2. Book Cover:
  - Return Address     Postal Permit # \_\_\_\_\_
3. Dating:  Calendar (Actual Sunday date) Begin: \_\_\_\_\_
  - Perpetual (Month and Sunday – no year)
  - No Dates
4. Start Number: \_\_\_\_\_  No Numbers
5. Initial Offering Envelope:  Yes  No
  - No Amount     \$ \_\_\_\_\_ (please specify)
6. Special Occasion Offering Envelopes: (check which is desired)
  - Standard     Premium

List below how many Special Occasion Offering Envelopes are to be included with each book ordered. List name of gift and dates where envelopes are to be inserted in booklet.

# PER BOOKLET	NAME OF GIFT	DATE(S) INSERTED
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If additional space is required please use separate sheet)

If you would like a quotation on our printing, custom design or direct mail services, please call us toll-free at 800-268-6070 or email us at owc@onewriteco.com

### Pledge and Welcome Cards

- Full Size Pledge    Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_
- Small Size Pledge    Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_
- Pew Size Pledge    Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_
- #9 Size Pledge    Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_
- Welcome Card    Quantity: \_\_\_\_\_ Design #: \_\_\_\_\_

To view our complete selection, view the gallery at onewriteco.com

Color of Ink (if other than black): \_\_\_\_\_

- Custom (picture or logo)
- If custom, enclose image or logo, or email to owc@onewriteco.com

### Payment Books

- Tuition Payment    Quantity: \_\_\_\_\_ (minimum order of 50)
- Remittance Stub    Quantity: \_\_\_\_\_ (minimum order of 50)
- Cover: enclose image or logo, or email to owc@onewriteco.com
- Return Address     Postal Permit # \_\_\_\_\_

### Contribution Report Forms (One-Write Forms)

- Quantity: \_\_\_\_\_ (minimum order of 100)
- Form No: \_\_\_\_\_ Imprinted:  Yes  No
- Imprint Name on Signature Line: \_\_\_\_\_
- Furnish forms punched for binder
  - Furnish forms 2 to a sheet
- Fund Headings:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
- If designated gifts are to be imprinted, list below or check here if same as last order:
- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |
- (If additional space is required please use separate sheet)

- Window Envelope No: \_\_\_\_\_ (Sold in multiples of 500)
- Imprinted:  Yes  No
- If desired, 1st Class Permit No: \_\_\_\_\_

**ONE WRITE QUALITY POLICY**  
We are dedicated to complete customer satisfaction. If there is any problem with your order, please contact us so that we may rectify the situation.