

CONTACT INFORMATION

Name _____ Ms. Mr. Other
 Address _____ Event Date _____
 City _____ Province _____ Postal Code _____
 Email _____ Best Time & Day to Reach Me _____
 Telephone _____ Work _____ Cell _____ Fax _____

This is a general form to give us the basic information we need to assess your needs. We will contact you to confirm product, colours, messages, formatting and any other information required to complete your order.

STEP 1 – Visit <http://www.lcgcreations.ca/pricing.php> and view the catalogues under Step 1. Then enter your selection into the form below. Pricing can be found in the catalogues found on the web site. All orders will be verified for clarity.

Select Only One Product (a, b, c or d) Per Form	Enter SKU Number	QTY	Next Step
a) Scrapbook / Photo Album – Front Cover Pocket Inserts *			Go to Step 2 - Choose an Album Insert
b) Greeting Cards <i>Enter Message Below.</i>			Go to Step 1 – Greeting Card Message box and enter your personal message
c) Luggage Tag, Keychains, Etc.			Go to Step 1 – Luggage Tag / Keychain Name / Monogram
d) Frames			Go to Step 2 - Select an Optional Frame Border

* Various colours are available. We will call to go through colour options.

Greeting Card Message – Maximum 100 Characters including spaces and punctuation

Go to Step 5 Shipping Method

Luggage Tag / Keychain Name / Monogram – Maximum 10 Characters

Go to Step 5 Shipping Method



Thank you for trusting us with your important occasion.

<http://www.lcgcreations.ca>

STEP 2 – (Optional) Visit <http://www.lcgcreations.ca/pricing.php> and view the frame and borders found under Step 2.

Complete this step only if you've chosen an a) Album or d) Frame in Step 1.

Enter Frame / Insert SKU Number	Next Step
	Go to Step 3 – Select a Font

STEP 3 – Visit <http://www.lcgcreations.ca/pricing.php> and view the fonts found under Step 3.

Complete this step only if you've chosen an a) Album or d) Frame in Step 1.

Enter Font Name	Next Step
	Go to Step 4 – Select your Packaging

STEP 4 – (Optional) Visit <http://www.lcgcreations.ca/pricing.php> and view the packaging found under Step 4.

Complete this step only if you've chosen an a) Album or d) Frame in Step 1.

Enter SKU Number	Next Step
	Go to Step 5 – Select your Shipping Method

STEP 5 – Shipping

All shipments are tracked and require a signature before being released which means we cannot ship to POST OFFICE (PO) BOXES.

We do not make a profit off shipping – we pay what you pay.

Canada Priority Post UPS – Ground Fed-Ex – Overnight / Ground

Ship to address (if different)

Name _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Cell _____

GO TO STEP 6 – EMAIL / FAX THE COMPLETED ORDER FORM



Thank you for trusting us with your important occasion.

<http://www.lcgcreations.ca>

STEP 6 – Email / Fax the Completed Form

Please email your completed order to sales@lcgcreations.ca or
Fax order 416 698 4445

All orders will be verified by Louise Goodwin, personally. Expect to receive a confirmation call within 2 business days.

Once your order has been verified, a deposit of 50% is required to begin your project.

PAYPAL / CHEQUES / MONEY ORDERS ACCEPTED

SIGNATURE _____ **DATE** _____

This constitutes a Legal and Binding Contract.



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