

For Office Use Only:

Order #: \_\_\_\_\_

Origination: \_\_\_\_\_

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

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

Please use one order form per photograph.

**CUSTOMER INFORMATION**

name: \_\_\_\_\_

address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

phone number: \_\_\_\_\_

email address: \_\_\_\_\_

the best way to contact me is: \_\_\_\_\_

\_\_\_\_\_

**SHIPPING INFORMATION**

Ship to alternate address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

this is a gift, please do not include pricing information with shipment.

**ORDER INFORMATION**

description of photograph: \_\_\_\_\_

*Please include your name on the back of the photograph.*

Inscription: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PAYMENT INFORMATION**

**Total quantity ordered:** \_\_\_\_\_ x 68.00 = \_\_\_\_\_

change photograph to sepia + 10.00 = \_\_\_\_\_

change photograph to black and white + 10.00 = \_\_\_\_\_

remove red eye + 10.00 = \_\_\_\_\_

remove date stamp + 10.00 = \_\_\_\_\_

silver plated ornament stand (qty): \_\_\_\_\_ x 12.95 = \_\_\_\_\_

Shipping within the Continental U.S. = \$12.95

*Shipping to Alaska, Hawaii, or Internationally?  
Email for current rates: info@pictureglobe.com*

**Subtotal** = \_\_\_\_\_

Add **8.9%** sales tax if shipping within WA state = \_\_\_\_\_

**TOTAL** = \_\_\_\_\_

**method of payment:**  Check  VISA  MC

credit card number: \_\_\_\_\_

expiration date: \_\_\_\_\_

cardholder signature: \_\_\_\_\_

send completed order form, photograph, and payment to:

**The Picture Globe Company**

**PO Box 276**

**Enumclaw, WA 98022**

*Please email with any questions: info@pictureglobe.com*

*or call: 1-800-289-7959*

How did you hear about us?

\_\_\_\_\_

Please send either the original photograph or a color laser copy (up to 8 1/2" x 11"). Digital photographs on disk are acceptable - send only the file to be used and label clearly. Please no slides or negatives. All Picture Globe ornaments are ivory in color. Artisan will choose the most complimentary ribbon color unless otherwise noted.

Please note that while every effort will be made to protect the photographs, we cannot be held responsible for lost or damaged photographs. We reserve the right to crop the image as needed. Please remember that each Picture Globe ornament is completely handcrafted and may carry distinct variations which are simply your assurance of an original, handcrafted product. Slight color variations in the photograph reproduction process may be unavoidable.

The distinctive color and appearance of the Picture Globe ornament and packaging constitute protected trade dress rights of the Picture Globe Company LLC. Patent Pending.

In submitting this form, the client confirms that they own the rights to their photograph or have obtained the necessary permission. Thank you for your order - welcome to the Picture Globe Company family!

customer signature: \_\_\_\_\_ date: \_\_\_\_\_