

Today's Date: \_\_\_\_\_

**Customer Info:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Numbers: (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Shipping Info:**  I'll pick up my order  Check if same address as above  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Numbers: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

**How Soon Do You Need Your Order Completed?**

- Standard completion turnaround** (approx. 1-3 weeks for most orders; orders with more than 100 items may take longer, email/call for an estimate.)  
 **Rush Order** (+25% Rush Fee; \$50 minimum) Requested Completion Date: \_\_\_\_\_

**Referrer (How Did You Hear About Shoebox Memories?)**

\_\_\_\_\_

**Sign Up for Our Mailing List** (for special announcements, coupons. Strictly for use by Shoebox Memories)

- Yes  No

**May We Use Your Order in Shoebox Memories Marketing Efforts?**  Yes  No

**Acknowledgment**

I am entering into an agreement with Shoebox Memories for the services rendered. I understand that full payment is due before delivery of the completed project. I am hereby confirming that I have permission to use all materials provided to Shoebox Memories to be used in this project, including any photographs, slides, negatives, videos, musical works (as applicable) and accept responsibility for any copyright liability. I acknowledge that I have read and agree to the terms of the agreement as denoted in the Order Agreement (<http://bit.ly/shoebox-orderagreement>).

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

Print Name: \_\_\_\_\_

