



NORTH ARROW MAPS

CUSTOM DESIGNED MAPS

129 Hilltop Ln., Sleepy Hollow, IL 60118

1-866-475-1499 WWW.NORTHARROWMAPS.COM INFO@NORTHARROWMAPS.COM

WEDDING MAP INFORMATION FORM

Please save or print out and complete this form. When you have finished you can email, mail or fax the form to 866.475.1499

PLEASE PRINT CLEARLY- REQUIRED FIELDS If you have any questions please give us a call or see our FAQ list on our website.

Name:			
Address:	City:	State:	Zip:
Phone Number:	Email:		
Bride's Name:	Groom's Name:		
Wedding Date:	Invitation Size:	Map Delivery Date:	

Wedding Map design and Layout \$190

Maps requested three weeks prior to due date subject to a \$45.00 rush fee.

How did you hear about us?

Print Options Select from the following:

We print your maps: .32 per map - bright white 70lb paper (Min. 100 maps) Free shipping!	Number of maps _____
Adobe Acrobat (PDF) File Format: FREE	

Written Directions \$30.00

Directions provided to ceremony and reception from nearest interstate, US and State Highway only.

Ceremony Location

Name:			
Address:	City:	State:	Zip:
Phone Number:			

Reception Location

Name:			
Address:	City:	State:	Zip:
Phone Number:			

06/04/07

When Paying for Your Map, Visa and Master Card Accepted and Preferred

Hotel/Motel Information Up to four hotel/motel locations.

Hotel/Motel #1

Name:

Address:

City:

State:

Zip:

Phone Number:

Reservation Information:

Hotel/Motel #2

Name:

Address:

City:

State:

Zip:

Phone Number:

Reservation Information:

Hotel/Motel #3

Name:

Address:

City:

State:

Zip:

Phone Number:

Reservation Information:

Hotel/Motel #4

Name:

Address:

City:

State:

Zip:

Phone Number:

Reservation Information:

Additional Hotel/Motel #5 \$10.00

Name:

Address:

City:

State:

Zip:

Phone Number:

Reservation Information:

Additional Hotel/Motel \$10.00 each

Name:			
Address:	City:	State:	Zip:
Phone Number:			
Reservation Information:			

Non-Hotel Location (parents house, restaurants, etc) \$30.00 each

Name:			
Address:	City:	State:	Zip:
Phone Number:			
Information:			

Include any additional location or additional information below (your fax number, work number, mobile phone number, etc.).

- If you require an additional map for a rehearsal dinner or a pre/ post wedding party map, please note that there is an additional map fee of \$85.00.

How the process works:

1. Save this order form to your computer or simply print the form out (this form can be filled out in Adobe Reader)
2. Fill in all required and necessary information. Select a print option (*written directions, additional hotel locations and non-hotel related locations cost extra*).
3. Email, fax or mail the form to us. Email- info@northarrowmaps.com Fax- 866.475.1499.
4. We'll email/mail you an agreement stating the work we will do for you. Sign and email, fax or mail the form back to us.
5. Call us with your credit card information. For your security, do not put your credit information on this form.
6. We'll start on your map and email your proof to you upon completion. Let us know if you need the proof faxed or mailed.
7. Contact us with any corrections to the map (email in conjunction with a faxed, marked up map helps).
8. We'll make corrections and send you the updated proof via email (fax or mail).
9. Once you decide the map looks right, we'll email you your final map or if you have us print them for you, we'll print and mail them immediately.

When we receive your Wedding Map Information form we will contact you by phone to answer any questions you may have. Then we will email you an agreement for the wedding map within 24 hours. Please look over the agreement, then sign, email, fax or mail the agreement back to us-make sure you save a copy for your records. Please let us know if any information on the agreement is incorrect. Once we have a signed copy of the agreement and payment by credit card for the order, we will begin work on your map as soon as possible. Please note that work does not begin on a map until a signed agreement and the payment is received. If a signed agreement and payment is received within three weeks of the due date of the map (even if you have contacted us weeks/months in advance) a rush fee will be charged. Maps ordered or agreement and payment received within three weeks of due date subject to the \$45.00 rush fee. The individual who signs the wedding map agreement is directly responsible for communicating with North Arrow Maps.

We will send you proofs via email in the Adobe Acrobat file format or you may request proof by mail or fax. You are entitled to two free proofs of the wedding map. Additional proofs are \$10.00 each.

When proofing the map please check for spelling and location placement errors. Due to software/data limitations some locations may be incorrectly placed, please let us know if any locations are improperly placed on the map. North Arrow Maps attempts to have the most updated maps. However, municipalities may have renamed highways and streets and we may not have that information. Please let us know of any improperly labeled streets. You can email, fax or call us with any corrections. We will make corrections to the map as soon as possible and send back an updated proof. Once you have approved the final proof, any rework is subject to our hourly rate of \$60.00. Because of the nature of our work there are absolutely no refunds of the design fee (\$190) on cancelled orders, or any refund of any kind after proof approval.

Written Directions

If you request written directions for your map, the directions are provided by North Arrow Maps. Directions are only provided from, and limited to the nearest Interstate, US or State Highway to the ceremony and then from the ceremony to the reception. When proofing the map please let us know of corrections to the directions.

The wedding map is designed to supplement a commercial map (Rand McNally, etc.) and should not be considered the sole navigational aid for your wedding guests. The map designed by North Arrow Maps focuses solely on the immediate geographical area of your ceremony, reception, and hotel locations.

Please see the Wedding Map FAQ at: http://www.northarrowmaps.com/Wedding_Maps.htm for further information or call us with any questions.

Please check over all map information carefully. North Arrow Maps does not assume responsibility for local road knowledge, recently renamed streets, one-way streets, barricaded dead ends, construction, signage, etc. It is the customer's responsibility to insure that all final road condition and all map information is correct. All map work is considered final after customer approves proof. Any rework subject to normal hourly fee of \$60.00.

No refund of map design fee (\$190 or \$235 for Rush Orders) for cancelled orders. All sales final.