Hortense B. Hewitt Co.
Personalization Guide
## Engraved Lettering Styles

Choose from these engraved lettering styles for accessory and gift items that are personalized with engraving, such as glassware, serving sets, flasks, mugs, etc. Specify the engraved lettering style and personalization when ordering. If the engraved lettering is not specified, the item will be engraved in the engraved lettering style shown in the photograph. Engraved items may be engraved with up to two lines of copy, unless otherwise noted. *(Note: Knife and server sets are only personalized in engraved lettering S2L unless indicated otherwise.)*

<table>
<thead>
<tr>
<th>Engraved Lettering Style</th>
<th>3-Letter Monogram</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>V2L</td>
<td><img src="image1" alt="V2L Monogram" /></td>
<td>JST JMS</td>
</tr>
<tr>
<td>OE3</td>
<td><img src="image2" alt="OE3 Monogram" /></td>
<td>JST JMT</td>
</tr>
<tr>
<td>RLW</td>
<td><img src="image3" alt="RLW Monogram" /></td>
<td>JMT JMT</td>
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<tr>
<td>R3L</td>
<td><img src="image4" alt="R3L Monogram" /></td>
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<tr>
<td>S2L</td>
<td><img src="image6" alt="S2L Monogram" /></td>
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<tr>
<td>C2L</td>
<td><img src="image7" alt="C2L Monogram" /></td>
<td>JMT JMT</td>
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</tbody>
</table>

*Featuring: Names and Date V2L*  
*Featuring: First Name RLW*  
*Featuring: Monogram OE3*  
*Featuring: Monogram R3L*
Design Cuts

These designs are available on napkins, favor boxes and other items where noted. Designs will be sized appropriately for product selected.
PLEASE NOTE: These monograms are available only in the lettering style as shown. When three initials are desired, be sure to indicate the proper sequence. When ordering a monogram for a couple, the first initial indicates the woman's first name; the middle initial indicates the married last name (last name initial is larger); and the last initial indicates the man's first name. When ordering a monogram for an individual, the first initial indicates the first name; the middle initial indicates the last name (last name initial is larger), and the last initial indicates the middle name. A monogram may be ordered on napkins, favor boxes and other foil and ink printed items where indicated. To create this custom look, please allow 3 business days. There will also be an additional charge.

Classic Monograms in Styles Shown
Monograms shown below are not available on engraved items.

Monogram: M-378
Monogram: M-379
Monogram: M-380
Monogram: M-15

Monogram: M-235
Monogram: M-238
Monogram: M-24
Monogram: M-406

Monogram: M-407
Monogram: M-408

Monogram: M-380
Monogram: M-378
Monogram: M-15
Monogram: M-24
Single Initials in Styles Shown
Initials shown below are not available on engraved items.

FREE

Monogram M-251 (Ink) or NM251 (Foil)
Indicate M-251 for items printed with ink and NM251 for napkins and items printed with foil. This monogram is printed at no additional charge.

Monogram M-252 (Ink) or NM252 (Foil)
Indicate M-252 for items printed with ink and NM252 for napkins and items printed with foil. This monogram is printed at no additional charge.
Ink Colors

Please note that paper color will influence the tint of the ink.

PLEASE NOTE: We take great care to make sure our ink swatches match our actual ink colors, however with the many variables of individual computer screens and printing, colors may vary slightly.
Foil Colors

Foil printing for favor boxes, treat bags (when noted) and napkins only.

Foil Colors
- Berry
- Blue
- Claret
- Fuchsia
- Gold
- Hunter
- Ecru
- Lilac
- Mango
- Midnight
- Mocha
- Pearl
- Penny
- Petal
- Purple
- Rainbow
- Red
- Rose
- Royal
- Sage
- Silver
- Teal
- White

Standard Foil Lettering Style: PA
No additional charge for this font.

Favor Boxes Personalization Options

When ordering, clearly specify applicable details, such as names or initials, event date, foil color, etc.

Format Options
1. Single Initial
2. Classic Monogram
3. Names and Date
4. Design, Names and/or Date

Some customized options below require an additional fee and 3 business days.

For personalization in FOIL:
- Free - Any color and lettering style PA shown above
- $10 net fee - Any lettering style on pages 8-9

For personalization with DESIGN or MONOGRAM:
- Free - Single initials on page 5 or Designs on page 3
- $10 net fee - Classic monograms on page 4

If personalization options are not specified, product will be personalized as shown. Customer assembly required for all favors.
Lettering Styles

Lettering styles are available on items printed in ink or foil. For INK: Lettering styles are available for no additional charge. For FOIL: Lettering styles are available for an additional $10.00 charge and 3 additional business days. Lettering will be sized appropriately. Not available on engraved items (see page 2 for engraved lettering styles).

BAD

abcdefghijklmnopqrstuvwxyz & - # II IV IX
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

BAL

abcdefghijklmnopqrstuvwxyz & - # II IV IX
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

CSR

abcdefghijklmnopqrstuvwxyz & - # II IV IX
ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Lettering Styles Cont.

- **PAR**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

- **PHT**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

- **PRL**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

- **SHA**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

- **SLP**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

- **STR**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890

- **TPM**
  - abcdefghijklmnopqrstuvwxyz & - # II IV IX
  - ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890
Napkin Ordering Instructions

When ordering, clearly specify napkin item number, design, lettering style, layout option, quantity and foil color. All designs and lettering styles are interchangeable to create a unique look.

Standard Napkins

• Indicate item number on the order form.
• Indicate foil color or black ink on the order form. See page 6 for ink colors and page 7 for foil colors.
• Napkins are available printed with or without a design. If a design is desired, indicate the design code from page 3 on the order form. If a design is not indicated, the napkin will be printed without a design.
• If a design is requested, it will be printed above the copy. Altering the design placement will require an additional charge and 3 business days.
• Indicate napkin lettering style from page 10. If a lettering style from pages 8-9 is desired, there is an additional charge and 3 business days.

Accents

If accents are desired in copy, the wording will be printed in the standard foil lettering style P for FREE. Other lettering styles with accents require an additional charge of $10.00 and 3 business days.

23 Standard Foil Colors (*non-metallic foil) See page 7 for color swatches.

1 Ink Color Black

Custom Dies Required

To create one of the following custom looks, a unique production die is required. Add an additional $10 net fee and 3 additional business days for this customization.
• For custom design, please submit black-and-white artwork.
• Altering the lettering style, size and/or position of a design
• 2 designs
• 4 or more lines of copy with a design or 5 lines of copy without a design
• A lettering style from page 10, a specialty monogram from page 10, or a classic monogram from page 4.

Specialty Napkins

Monograms

• Standard napkin monograms NM251 and NM252 are available on napkins at no additional charge. See page 5.
• For specialty or classic monograms from pages 10 and 4, there is an additional charge and allow 3 production days.

Proofs

• Proofs of napkins may be faxed at your request for an additional charge.
• If supplying person’s own design, there is an additional charge to the proof charge.

Personalization Options:

When ordering, clearly specify applicable details, such as names or initials, event date, foil color or black ink, etc. See samples below.

Options
1. Names and Date
2. Design, Names and/or Date
3. Single Initial
4. Classic Monogram or Specialty Monogram

Some customized options below require an additional fee and three additional business days.

For personalization, color and wording:
• Free - Any foil color (excluding black) on page 7
• Free - Black Ink
• Free - Any lettering style on page 11
• Add’l fee - Any lettering style on pages 8-9

For personalization with DESIGN or MONOGRAM:
• Free - Single initials on page 5
• Free - Designs on page 3
• Add’l fee - Classic monograms on page 4
• Add’l fee - Specialty monograms on page 10

When ordering, clearly specify napkin item number, design, lettering style, layout option, quantity and foil color.

All designs and lettering styles are interchangeable to create a unique look.

Napkin Options

Choose from the options shown below.
Options 1, 2 and 3 are FREE.
For the custom look of option 4, add an additional charge and 3 production days.

Option 1
Names and Date • Black Ink
Featuring Lettering P

Option 2
Design, Names and Date • Silver Foil
Featuring Design 5092C and Lettering P
Napkin Ordering Instructions Cont.

When ordering, clearly specify napkin item number, design, lettering style, layout option, quantity and foil color.
All designs and lettering styles are interchangeable to create a unique look.

Napkin Specialty Monograms
To create this custom look, the following monograms are available on napkins for an additional charge. See pages 8-9 for additional lettering styles available for these monograms. Please allow 3 business days.

Option 3
Single Initial • Black Ink
Featuring: NM251

Option 4
Classic or Specialty Monogram • Gold Foil
Featuring: M-24

Napkin Lettering Styles
Please specify lettering style when ordering napkins. If no lettering style is chosen, lettering P will be printed. The following lettering styles are available on napkins for no additional charge.

LETTERING A
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING B
Vv Ww Xx Yy Zz 1234567890

LETTERING C
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING D
Vv Ww Xx Yy Zz 1234567890

LETTERING E
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING F
Vv Ww Xx Yy Zz 1234567890

LETTERING G
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING H
Vv Ww Xx Yy Zz 1234567890

LETTERING I
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING J
Vv Ww Xx Yy Zz 1234567890

LETTERING K
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING L
Vv Ww Xx Yy Zz 1234567890

LETTERING M
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING N
Vv Ww Xx Yy Zz 1234567890

LETTERING O
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING P
Vv Ww Xx Yy Zz 1234567890

LETTERING Q
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING R
Vv Ww Xx Yy Zz 1234567890

LETTERING S
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING T
Vv Ww Xx Yy Zz 1234567890

LETTERING U
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING V
Vv Ww Xx Yy Zz 1234567890

LETTERING W
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING X
Vv Ww Xx Yy Zz 1234567890

LETTERING Y
Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu

LETTERING Z
Vv Ww Xx Yy Zz 1234567890

Napkin Options
Choose from the options shown below. Options 1, 2 and 3 are FREE.
For the custom look of option 4, add an additional charge and 3 production days.
Personalized Banners
Monograms shown below are not available on engraved items.

A. Personalized Banner
Vinyl banner is available in 11 colors with grommets at top and bottom for hanging. 95½" tall (nearly 8') and 26" wide. Personalization Options: Printed in white with names and event date. See page 9 for alphabet lettering style SLP. Please allow 5-7 business days. Banner ships separately from rest of order.

10414P2495.56

B. Damask Personalized Banner
Vinyl banner with damask design is available in the 11 colors shown below. Features grommets at top and bottom for hanging. 95½" tall (nearly 8') and 26" wide. Personalization Options: Printed in white with initials as shown inside damask frame, and names and event date below. Lettering style available only as shown. Please allow 5-7 business days. Banner ships separately from rest of order.

20789P2495.56

Personalized Banner Colors

- Black
- Silver
- Gold
- Aqua
- Navy
- Brown
- Light Purple
- Purple
- Fuchsia
- Red
- Wine

B. Lettering Style

Carrie
David
9·20·14

R & W
Rachel
William
02·14·15

ABCDEFGHIJKLMNOPQRSTUVWXYZ
NOPQRSTUVWXYZ
0123456789 &
Embroidery Thread Colors

Embroidery Personalization Options: Most embroidery items may be embroidered with initial(s), monogram or up to 2 lines of copy (20 characters per line, including spaces), unless otherwise noted. Choice of lettering style and thread color. Items include: Pillows, cosmetic bags, tote bags, cinch bags, water and coffee tumblers and pashminas.
Embroidery Lettering Styles

Most embroidery items may be embroidered with initial(s), monogram or up to 2 lines of copy (20 characters per line, including spaces), unless otherwise noted. Choice of lettering style and thread color. Items include: Pillows, cosmetic bags, tote bags, cinch bags, water and coffee tumblers and pashminas.

<table>
<thead>
<tr>
<th>Lettering Style</th>
<th>3-Letter Monogram</th>
<th>Initials</th>
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<td>MAR</td>
<td>MLA</td>
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<td>10</td>
<td>MAR</td>
<td>MLA</td>
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<td>45</td>
<td>MAR</td>
<td>MLA</td>
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<tr>
<td>09</td>
<td>MAR</td>
<td>MLA</td>
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<td>27</td>
<td>MAR</td>
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<td>35</td>
<td>MAR</td>
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Custom Sashes

A-F. Custom Mix and Match Sashes
White, ivory or black satin sashes with custom message, choice of thread color and choice of grosgrain ribbon trim. 4” x 35” (folded). Velcro® secures sash. Personalization options: Custom sashes are embroidered with up to 30 characters including spaces. Choose a lettering style and a thread color from pages 13 and 14. Choose a grosgrain ribbon color from below.

A.B. White 99990P1145.26
C.D. Ivory 99992P1145.26
E.F. Black 99991P1145.26

grosgrain ribbon color choices

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<tr>
<th>Color</th>
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<tr>
<td>Black</td>
<td>02</td>
<td>Grape</td>
<td>33</td>
<td>Merlot</td>
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<td>Spring</td>
<td>85</td>
<td>Fuchsia</td>
<td>64</td>
<td>Midnight</td>
<td>47</td>
<td>Royal Blue</td>
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<td>Emerald</td>
<td>28</td>
<td>Lilac</td>
<td>09</td>
<td>Thyme</td>
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<td>Pink Camo</td>
<td>90</td>
<td>Brown Camo</td>
<td>93</td>
<td>Pink Leopard</td>
<td>96</td>
<td>Zebra</td>
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Custom Sashes
Custom 2-Ribbon Collections

Choose two ribbon colors from the 30 ribbon colors shown below. First ribbon color specified will be top ribbon.

White (01)  Black (02)  Ivory (03)
Red (04)  Pink (06)  Light Blue (07)
Lilac (09)  Merlot (10)  Royal Blue (16)
Grape (33)  Sapphire (40)  Jade Blue (19)
Emerald (21)  Oatmeal (26)  Dusk (58)
Midnight (47)  Platinum (51)  Thyme (56)
Orange (57)  Spice (57)  Espresso (60)
Aqua (62)  Fuchsia (64)  Lime (67)
Burgundy (75)  Canary (76)  Purple (18)
Rust (08)  Rosy Mauve (34)  Icy Mint (20)

PLEASE NOTE: We take great care to make sure our ribbon swatches match our actual ribbon samples, however with the many variables of individual computer screens and printing, colors may vary slightly. Please contact customer service to order a complete Sample Ribbon Ring (item #10564).