

Order from \_\_\_\_\_

## TREE OF LIFE LEAF ORDER FORM

Temple Beth-El, 3980 Sonoma Springs Ave, Las Cruces NM 88011 (575) 524-3380

The wooden Tree of Life wall decoration in the Social Hall is only partially full of leaves. More leaves are needed! Honor family members, loved ones, or friends with dedication leaves.

Ordering Contact:

Julie Seton: Email: [julie.seton2@gmail.com](mailto:julie.seton2@gmail.com) Phone/Text: 575-642-3946. Please leave a message.

Please download and complete a form for **each leaf** you wish to purchase. (If purchasing more than one leaf today, complete page 2 for each additional leaf and send.)

### Customer (Person Ordering Leaf) Contact Information

NAME \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

Select new or replacement leaf.

\_\_\_\_\_ NEW LEAF

\_\_\_\_\_ REPLACEMENT LEAF: (Replacement leaves will be laser-engraved and will only have the original wording. If new wording is desired, please order a new leaf.)

Send the completed form(s) via email to Julie Seton ([julie.seton2@gmail.com](mailto:julie.seton2@gmail.com)) as a .pdf or .jpg or leave it at the Temple office with "Leaf Purchase" on the envelope. If you have questions, contact Julie via [email](mailto:julie.seton2@gmail.com) or text/phone (575) 642-3946.

COST and PAYMENT: **New Leaf Cost: \$125.00 / Replacement Leaf Cost: \$50.00.**

Payment is due upon ordering. Send payment to **Temple Beth-El** via the following options:

- Electronically to <https://tbelc.org/purchase-a-memorial-leaf/>.
- In person at the Temple office. Please give your payment directly to Ellen Torres, administrator. Please do not leave a check or cash unattended in the mailbox or under the door!
- By regular mail to Temple Beth-El, 3980 Sonoma Springs Ave, Las Cruces NM 88011, RE: Leaf Purchase

Julie will not accept payments. When full payment is confirmed, your order will be sent to the vendor. Estimated time for delivery is between 2 to 4 weeks.

When your leaf arrives, Julie will contact you to discuss your installation preferences.

TURN THIS FORM OVER FOR THE TEXT & FONT WORKSHEET >>>

\_\_\_\_\_ Date Order Initiated \_\_\_\_\_ Date Payment Confirmed \_\_\_\_\_ Date Sent to Vendor  
\_\_\_\_\_ Date Leaf Received \_\_\_\_\_ Date Customer Notified \_\_\_\_\_ Date Installed

Order from \_\_\_\_\_

Please provide text and capitalization for each line then choose from three font styles for each line. Four (4) lines maximum. Each line may have a different font style.

Fifteen (15) characters per line is standard, maximum 18 characters.

Notes:

- Using all caps may make the line difficult to read.
- If a name is longer than 15 and less than 19 characters, adjusting spacing may be possible.

Examples:



Please fill in each block with a single letter or symbol, leave space between words, capitalize words you wish capitalized. Limit number of characters (minus spaces) to 15 if possible.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Line 1																		
Line 2																		
Line 3																		
Line 4																		

Please select from these available font styles: Times New Roman    New Roman    Tahoma    *Lucinda Calligraphy*

LINE 1 font     Times New Roman     Tahoma     *Lucinda Calligraphy*

LINE 2 font     Times New Roman     Tahoma     *Lucinda Calligraphy*

LINE 3 font     Times New Roman     Tahoma     *Lucinda Calligraphy*

LINE 4 font     Times New Roman     Tahoma     *Lucinda Calligraphy*

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