

## Chopsticks Etiquette Brochure/Place Mat Request Form (1/2)

Note: \*Required Information

In order to promote Japanese Chopsticks Etiquette and Table Manner, we are providing the Brochure and Place Mat at actual expense policy; i.e. at the cost of printing, delivery and the related small work hours. We will send you the estimated cost upon your inquiry or request if you contact us. Please send us the following information using the Request for Cost Estimation and/or Printing Request.

Date: mm/date/year*:		
Check for ___ Cost Estimation Request and/or ___ Print Request*		
First & Last Name / Mr. or Ms.	*	
Company Name		
Address	*	
Cell or Tel:	*	
Fax:		
Email (We contact by Email):	*	
Shipping Name and Address (if different from above.)	*(if different from above.)	
Order Product Check the box below to order the number of Brochure	Quantity you request	Estimated Price We will provide in response [US \$]
Brochure	*	*
Place Mat	*	*
Total Price	-----	

## Chopsticks Etiquette Brochure/Place Mat Request Form (2/2)

Would you like to put your customized Ad or Greeting Words?

Please check Yes \_\_\_\_\_ or No \_\_\_\_\_.

If No, we put the following text and our company contact:

“Because of the increasing great popularity of Japanese Cuisine, we are promoting fine Japanese Chopsticks Etiquette. Join us by ordering Brochure and Place Mat by clicking the above order link or Contact by Email:

[ChopSticksEtiquette@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquette@SakuraAssociatesLLC.com)

All Rights Reserved. Designed by Ariko. Printed by Sakura Associates LLC.”

If yes, can you send your restaurant/store logo, address, Telephone Number, and Map by text, PDF and/or JPEG file as your Email attachment? Or send your greeting words, photo and/or logo by text, PDF and/or JPEG file as your Email attachment. Please check below:

\_\_\_\_\_ Yes, I will send my restaurant logo, address, Telephone Number, and Map by text, PDF and/or JPEG file as my Email attachment to [ChopSticksEtiquette@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquette@SakuraAssociatesLLC.com)

\_\_\_\_\_ Yes, I will send my greeting words, photo and/or logo by text, PDF and/or JPEG file as my Email attachment to [ChopSticksEtiquette@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquette@SakuraAssociatesLLC.com)

\_\_\_\_\_ Others. Please write your comments here: (Note: We may not be able to accept special orders.)

Our cost estimation is free.

When you make print order, please enclose your bank check of the total price together with the above order form, and send them to the following address.

We will contact you via Email upon your cost estimation or printing request.

Sakura Associates LLC

842 Wharfside Road, San Mateo, CA 94404 USA

Contact Email: [ChopSticksEtiquett@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquett@SakuraAssociatesLLC.com)

## Note on Request Form and Process

1. Please print the attached Request Form above, fill out your request according to your choice and send it by mail (together with your payment check if you request printing):

- (1) the type of the products and the number; Brochure and/or Paper Place Mat
- (2) your contact information
- (3) Your Customized Ad or Greeting Words: Cf. examples in the table below.

If you do not want to place your customized d or Greeting Words, we will print our words as below;

“Because of the increasing great popularity of Japanese Cuisine, we are promoting fine Japanese Chopsticks Etiquette and Table Manner.

Join us by ordering Brochure and Paper Place Mat at

[www.ChopSticksEtiquette.com](http://www.ChopSticksEtiquette.com)

or contact by Email:

[ChopSticksEtiquette@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquette@SakuraAssociatesLLC.com)

All Rights Reserved

Designed by Ariko

Printed by Sakura Associates LLC”

### Example 1:

Send your restaurant logo, address, Telephone Number, and Map by text, PDF and/or JPEG file as your Email attachment when you order printing.



### Example 2:

Send any your greeting word, photo and/or logo by text, PDF and/or JPEG file as your Email attachment when you order printing.

2. If you want to request to put your designed Logo and/or Map please send those materials electronically by PDF or JPEG file as the Email attachment to the following Email address:

[ChopSticksEtiquette@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquette@SakuraAssociatesLLC.com)

3. Your customized Ad or Greeting Words should be basically provided/sent from you. If you want to ask us to design it, we can provide very simple design by making our proposed design including your requested Ad or Greeting Words and send it by PDF file as Email attachment. If you want to do so please send us the necessary information for the design work. After your confirmation and approval, we will print it and send the products to you.

4. Since this total process includes design work, communication for approval, printing process and shipping, it may take a couple of weeks or about a month in total depending on mutual communication and your request.

5. Our cancellation policy is as follows;

(1) Cost estimation is free.

(2) 100% cancellation and 100% refund cannot be accepted after our design work starts when we receive your confirmation of the cost and your order form for printing sent by mail or Email. The cancellation and 80% refund can be accepted before your printing request. When you want to cancel your order, you can inform us your cancellation by Email to the following address:

[ChopSticksEtiquette@SakuraAssociatesLLC.com](mailto:ChopSticksEtiquette@SakuraAssociatesLLC.com).

You are advised to make your cancellation considering the possible Email transmission delay.

(3) Basically no cancellation or no refund can be accepted after you inform us your printing request by Email, though we may consider the refund percentage depending on the status of printing process.