

Envelope Calligraphy

YOUR ORDER, THE PROCESS & EVERYTHING IN-BETWEEN

- THE PROCESS -

- As with all orders, envelope calligraphy requires a **50% deposit** at time of booking
- Guest lists should be final and sent via a word document or spreadsheet (Excel, Google Sheets)
- Handwritten guest lists cannot be accepted.
- I can provide a guest list template for you to use
- Guest lists should be sent no later than 2 weeks before delivery of services to avoid a rush fee.
- Once you submit an inquiry for an order, we'll discuss script styles, ink colors, and other details that will be noted in your custom proposal and contract
- Your order will begin once I receive your signed contract and 50% deposit

- SUPPLYING ENVELOPES -

- I require **20% extra envelopes** to account for mistakes and do-overs. For example., if you need 100 envelopes done, please provide 120 envelopes total.
- If you have envelopes you'd like me to use, please account for time to ship them to my home studio.
- Not all envelopes are made equal! Inexpensive envelopes tend to lack the quality needed for calligraphy. If I believe the envelopes you have provided will not work, I can suggest alternative and/or can provide the envelopes for you and add to your invoice.
- If you need me to provide the envelopes for you, I'd be happy to! These will be added to your invoice.

- PRICING -

<i>Outer Envelope</i> Guest Address Only	\$3.00/envelope for black ink \$3.50/envelope for white, color or metallic ink
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- For the most accurate quote, get in touch to tell me more about your vision! Prices do not include shipping and tax.
- Pricing for inner envelope, RSVP envelope and other variations are available upon request

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- FEES AND CHARGES -

In order to best serve you, my client, please be aware that there are applicable fees and charges for the following scenarios.

Late Names and Addresses Fee

- I need to receive your final list of guest names and addresses at least **two weeks before in-hands/delivery date**.
- For orders of 250 or more envelopes, I must receive your final guest list at least **three weeks before in-hands/delivery date**.
- In the event that names and addresses are not received in accordance to the above timelines, rush fees may apply, or the delivery date will be extended. See rush fees below.

Rush Fee

- If you wish to receive your order with two weeks or less before desired delivery date (or three weeks or less for envelope quantity of 250 or greater), there will be a rush fee of **30% of invoice total**.

Late Payment Fee

- For each day that the final payment is late, you will be billed a Late Payment Fee of **5% of the total invoice per day**.

Updates to Names and Addresses

- If you need to make a change to a guest name and/or address AFTER providing final list, a fee of **\$2 per change** will be applicable.