

The Estates at Pecan Park

Wedding Stationary Questionnaire

1. How long have you been in business?
2. What is your design background?
3. What types of printing processes do you offer and which do you specialize in? Which do you recommend for my budget and style?
4. Is your printing done in-house or do you outsource it?
5. Do you offer custom invitations as well as template styles? Is there a fee if I want to order a sample of either an existing invitation style or a custom design? If so, how much?
6. If I choose a custom wedding invitation, what are my options for color, paper type, ink and fonts? What is the word limit for the text?
7. Can I also order my table numbers, place cards, escort cards, ceremony programs, menus, etc. from you?
8. Do you offer a package or a discounted price if I order all of the invitation components at the same time?
9. If I want to include a picture or graphic on my save-the-date card or invitation, can you accommodate that? If so, does the image need to be saved in a specific format? Do you have photo retouching available, and if so, what is the price range? Can your photo specialist also convert color images to black & white or sepia? Is there an additional cost?
10. Are there any new styles, trends and color combinations I might consider? Which are the most popular? What kinds of handmade or artisanal paper do you offer?
11. Can my invitations be printed on recycled paper and/or with soy-based ink?
12. Based on the paper I select and the number of pieces involved, what would it cost to mail my wedding invitation?
13. Once I place my order, how long will it take to have the completed invitations delivered? Do you have rush-order available and what are the extra fees? If you are ordering from an online company, ask: What are the shipping methods available to me, and their respective costs?
14. If the invitation involves multiple pieces, can you assemble them? If so, is there an additional fee? How will the assembly affect my delivery date?
15. Do you offer an invitation addressing service? If so, what is the charge for this? What lettering style options are available? Will the lettering push back my delivery date?
16. When is payment due?
17. I will have an opportunity to sign off on my invitation proof before you send my order to print, right?
18. Once I've signed off on the proof, I expect the printed invitations to match the approved sample. If they don't (i.e. an error was made after I signed off on the proof), will my invitations be corrected and reprinted at no additional cost? How much additional time will it take to redo my order if there is a problem with it?
19. What is your refund policy if for some reason I need to cancel my order?
20. When can I expect to receive my contract from you?
21. Can you provide me with the contact information of 3–4 recent brides who I can call or email for references?

*Ordering your invitations over the phone increases the possibility of mistakes, so order in person if possible. If you order your invitations from an online company, make sure your contract states that they will correct mistakes they make for free.

*Insist on getting a proof. Have at least two other people review all your proofs before you sign off on them—it's amazing what a fresh pair of eyes will see!

*If ordering online, remember that color resolution can vary drastically between computers. The best way to guarantee the exact color you want is to ask that a sample be snail-mailed to you.

*Order 20–30 extra save-the-dates and/or invitations with envelopes in case you have to add to the guest list or you make a mistake when assembling or addressing the envelopes.

*Save-the-date cards should be sent out 6–9 months prior to your wedding.

*Invitations should be sent out 6–8 weeks prior to your wedding.

*Consider working with one stationer or graphic designer for all of your printed materials. She'll guide you in making sure all of the components convey a consistent design concept.

*Possible Printed Invitation Components

Save-the-Date Cards

Wedding Announcement

Wedding Invitation Components:

Outer Envelope

Optional Inner Envelope

Optional Belly Band

Invitation

Reception Card, if held at a different location than the ceremony

Directions/Map

Response Card & SASE (self-addressed stamped envelope)

Thank-You Cards

Shower Thank-You Cards

Other Invites:

Engagement Party

Shower

Bachelor/Bachelorette Party

Rehearsal Dinner

After Party

Wedding Program

Pew Cards

Place Cards

Table Cards

Menus

Napkins, Matchbooks or Labels for favors

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