

CALLIGRAPHY EXPRESSIONS INSTRUCTIONS

Contract-Worksheet - To schedule your project on my calendar and make your booking official, you first **MUST** have received a contract-worksheet from me. Just let me know by phone or email that you want to book.

Delays / Cancellations: If anything changes after you've scheduled on my calendar, such as printer delays, or significant changes in envelope/material count, please let me know, so I can adjust my schedule accordingly, **AND**, if you have to postpone or cancel your project **FOR ANY REASON**, as a courtesy, please let me know immediately so that I can open that time up on my calendar for other clients' who may desire to book their projects on my calendar for that time period – Thanks in advance!

Envelopes/Place Cards: Please provide at least **10%** extra envelopes/place cards/escort cards to allow for do-overs due to mistakes or ink problems and **15%** if you are still adding to your guest list when project work begins, or if more than one thing is being done to your envelopes.

Your Guest List: PLEASE READ CAREFULLY!

The accuracy and completeness of your guest list is **YOUR responsibility**. Please carefully proof your list before giving it to me. When I begin work on your project, I will contact you if I find any errors on your list and ask that you review your list once again for accuracy. My goal is to get your project correct the first time. Redo's after I return everything to you will be done on a "soon as I can basis" so that I don't delay another client's project.

The guest list from which I'll be working **MUST** be typed in WORD format, single spaced, down the left side of the page only as shown below. This applies to envelopes, place cards, escort cards, signs, menus, seating charts, frameable projects, etc.

Mr. and Mrs. John Adams
2350 Cotillion Court Northwest
Atlanta, Georgia 30324
Mr. and Mrs. Adams

**PLEASE PUT A SPACE BETWEEN EACH NEW NAME/
ADDRESS BLOCK TO AVOID ANY CONFUSION!!**

PLEASE NO EXCEL SPREADSHEETS or CONVERSIONS, LABEL FORMAT OR PDF lists or lists set up in columns will be accepted! Do not type information in ALL CAPS – it will have to be retyped and if I have to do it, it will cost \$25 per hour to do so.

- ❖ Double check your list or text for errors – saves us both lots of time and you, money! Any envelopes or projects that need to be redone because of client errors, will be re-charged.
- ❖ Please spell out all words such as state names, words like Street, Parkway, Avenue, Apartment, Post Office Box – two exceptions are St. and Mt.
- ❖ Please provide me with **all** of the names and addresses of your guests before and/or during the timeframe I'm working on your project. Envelopes that you request after the project deadline, unless they are ones that I made errors on, will be done as soon as I can get to them.
- ❖ Please provide me both a hard copy of your list with your envelopes and also send it to me as an email attachment prior to my starting your project.

Please let me know:

At the time you initially schedule your project on my calendar, to ensure that your project is started and finished by your desired deadline, please be **very** specific as to:

- Number of envelopes, cards or pieces that you need done and let me know if this count changes significantly after I schedule your project – please see info. above about this. Also let me know if your envelopes are lined, opaque or metallic as it will require more time to address those types of envelopes and there is an extra \$.25 charge per envelope set.
- **Everything** you need done with your envelopes/materials, such as the return address added to the envelope flap or RSVP envelope addresses – **do not wait** until later to let me know about these additional services to make sure I have ample time on my schedule to get them done.
- **Special ink colors** or other special materials needed to complete the project. These items may need to be ordered ahead of time, so you don't want to wait until project start time is upon you to just begin thinking about that or it could cause a delay and cost you expedited shipping costs.
- The hard deadline that you need your finished envelopes, cards or materials returned to you. Plan very carefully on this, as it is very difficult to change to an earlier deadline later on my very busy calendar. If you're an out-of-state client, be sure to factor in return mail time.

Delivery & Pickup of Envelopes/Materials:

Because I charge competitive rates for my calligraphy services, I ask that the client meet me at a Starbucks located at 1528 Indian Trail-Lilburn Road, Norcross, GA 30093, to drop off and pick up your envelopes or materials. Of course, you're always welcome to mail your materials to me as well – but make sure you put your name on the package so I know whose order it is or if being shipped directly from your printer, make sure they add your last name to the packing list.

EXTRA CHARGES APPLY FOR:

- Ink colors, other than black. \$10 for non-metallic or white ink \$13 for metallic ink
- Additional envelopes or projects added to the worksheet.
- Any supplies provided by calligrapher – agreed in advance by both parties.
- Delivery Fee to client – CE must agree to this service in advance – cost dependent upon distance.

Payment: A non-refundable deposit for $\frac{1}{2}$ of the total cost of the project is required at the time of receipt of the envelopes or before any work begins. If finished envelopes will be shipped or mailed to you, payment of the remaining balance (including shipping costs) must be received before envelopes are shipped – so plan accordingly. If by check, please make payable to Calligraphy Expressions, LLC. Cash is fine (as long as not mailing it), but please bring exact amount.