



THE NOTE HOUSE

The Note House | Custom Stationery & Invitations

Thank you for choosing The Note House as your custom invitation designer. I am excited to have the opportunity to help you create the perfect invitations and accessories. My goal is to design custom pieces that reflect your personality.

I ask that you share your vision of how you expect your special event to look and what inspires you. Your stationery items will set the tone for your event. It is my job to help you pull all of your inspiration together!

The Design Process, Proofing & Timeline:

An initial custom design fee of \$15 is required. This fee covers the extra time involved in designing your custom product. I do not limit the number of proofs you receive, and it allows for changes and more changes. I want you to LOVE your final product.

After I receive all of your information, I will begin designing your stationery. I typically come up with three designs to use as a preliminary starting point. You may combine lettering and elements of each of the designs if you wish.

Once you decide on the final product(s), it is imperative that you thoroughly review all proofs. Once I receive your final approval of design, The Note House is not responsible for any errors including punctuation, spelling, layout, etc.

If you have trouble visualizing the final product and require a hard proof, I would be happy to produce one for you. The cost is \$35. Please allow an extra week for this.

The process time will vary depending on your order and my current schedule, but your first set of proofs will usually be emailed within three days of our first meeting. Please allow time for delivery of your custom invitations. I ask for about four weeks prior to your mailing date. I can also rush orders for an additional charge.

Terms of Service:

Payment: The Note House accepts Visa, MasterCard, AMEX, Discover, personal and business checks. There is a \$35 fee for returned checks. **Deposits:** The Note House requires a 50% deposit to begin design work. Deposits are non-refundable and will be applied to the final balance. Once the project is completed, the final payment is due.

Completion time:

Turnaround time varies depending on the project and my current schedule. The Note House works as quickly as possible to complete your project. Please be prompt in your responses and changes during the design phase so that I may expedite your invitations in a timely manner.

Product Quality:

The Note House strives to produce the utmost quality at a fair price. Since invitations and accessories are handmade, there may be slight irregularities. In the event that there is a mistake or the invitations or accessories do not meet Client's expectations due to the mistake of The Note House, then The Note House will correct the error at no charge to Client.

Proofing & Approvals:

It is extremely important to thoroughly review all proofs and edits throughout the design process. Once client has approved the proofs, The Note House will prepare Client's final invitation order. If an error or mistake exists on the approved proof, The Note House shall assume no responsibility. This includes any spellings, dates, days, addresses, space, graphics, or other items that Client deems incorrect after Client's approval. It is Client's responsibility to proofread and spell-check and review all information on the proofs prior to issuing an approval. If you choose to reprint you are responsible for 100% of the printing and production costs. In the event that The Note House is responsible for a mistake, and the printed invitation does not match the Client's approved proof, then The Note House will correct the error at no additional charge to Client.

Cancellation Policy:

In the event that you choose to cancel your order prior to printing, The Note House will retain the 50% deposit. If cancellations are made after printing begins the client is responsible for 100% of the full payment.

Copyright:

All designs and photography are the property of The Note House.

The Note House Custom Invitation Pricing

* Custom Design Fee: \$15

110 lb Smooth Ultra White Cover Weight

- 5 x 7 invite: \$1.30 each
- Ultra white smooth envelopes for invitations: .12 each
- 3.5 x 5 card (RSVP): .60 each
- Ultra white smooth envelopes for RSVP cards: .10 each

105 lb. Metallic Pearl (soft shimmer)

- 5 x 7 invite: \$2.10 each
- Metallic pearl envelopes for invitations: .20 each
- 3.5 x 5 card (RSVP): .1.00 each
- Metallic pearl envelopes for RSVP cards: .17 each

Envelope Imprinting

- \$5 fee for each type of envelope imprinting set-up
- .20 each per envelope side

Die Cut (rounded, scallop, ticket, bracket, antique, double rounded)

- .20 per piece

(All products are packaged in re-sealable cellophane bags.)

- Upgrade to white gift box packaging for \$0.65 per 50 items (not necessary for the invites, but maybe for the thank you notes?)
- Upgrade to premium presentation white box packaging with a clear acetate top and clear band for \$0.85 per 50 items.
- 2 inch round return address stickers: \$12 set of 40
- Folded thank you note cards with envelopes/Blank inside: \$1 each (\$20)

These prices reflect the most popular invitation products that I offer. I can quote you on other paper weights and sizes if you wish. I also offer personalized coasters, magnets, belly bands, stationery, and other sized stickers. I am happy to quote you on any of these products.