

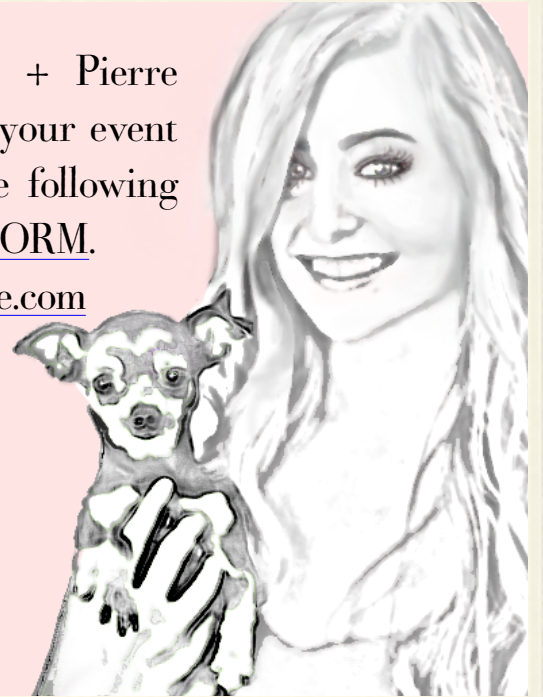
claire + pierre
calligraphy and design

*event calligraphy
information packet & order form*

Thank you so much for your interest in Claire + Pierre Calligraphy! I'm so excited to be a part of making your event memorable and special. Please thoroughly read the following procedures and policies, then fill out this [ORDER FORM](#). Feel free to contact us at calligraphy@claireandpierre.com if you have any questions.

XOXO,

*claire
+
pierre.*



Pricing:

Event Calligraphy Rates:

\$4.50/outer envelope
 \$2.00/inner envelope
 \$3.00/escort card
 \$3.50/escort card & mini envelope set
 \$2.75/place card

Additional Fees:

15¢ extra/envelope for ink other than black
 \$20.00 mixing fee for custom colors
 \$1.00 extra/envelope for dark envelopes
 \$1.00 per additional line
 \$65 return address stamp fee

Textured Materials:

Additional charges may apply to textured, handmade, or dark colored envelopes as they are more difficult to write on – these also require a longer turn around time. If you are considering using textured or dark envelopes, please let me know as soon as possible. It is best to avoid textured envelopes, but if you would prefer to use them I will determine charges on a case by case basis. Dark envelopes can look amazing, but require a great deal of precision and caution, so there will be a \$1.00/envelope fee as well as an additional week of turnaround time.

Ink Colors:

Standard ink colors are: Black, Walnut Brown, White, Gold, Silver, Copper, Yellow, Red, Green, Blue, and Purple. Colors other than black are 15¢ extra per envelope. An additional \$20 mixing fee will apply for custom ink colors, and for metallic colors.

Additional Envelopes:

Calligraphy is delicate work, and errors are inevitable—especially while the ink is still wet! In order to ensure there are enough envelopes to account for ink smudges, mistakes, etc, please be sure to include **20%** additional envelopes. Please include **25%** for rush orders. **Failure to provide an adequate amount of additional envelopes may result in delays to your order.** I am not always able to count your envelopes in advance and rely on our clients to provide an adequate number of extra envelopes.

Payment:

You can either pay online, via mail, or in person. I accept all major credit cards, personal checks, Venmo, or Cash. Please indicate your preferred method of payment when you email me the list of names, and I will send you back an invoice with instructions on how to pay. Final deadlines will be set at this time as well. **All payment is due prior to the start of writing** due to the handwritten nature of my work, and any mailed payments must **arrive** beforehand. Final deadlines will be set at this time as well. Some exceptions may be made for rush orders. In the case of an emergency or if the order is not able to be fulfilled for any reason on my end, I will be happy to refund your payment.

Deposits:

Orders booked in advance (before you've purchased envelopes) require a non-refundable \$85 deposit to ensure your place. Your order is not reserved until I have received a check or credit card payment for the deposit. The deposit is applicable toward your order. Please remember that the schedule does book up months in advance.

Sales Tax:

Regarding Sales Tax, the states of California and Virginia require I report all my sales so in turn I have to charge sales tax to the residents of California and Virginia. This will be included in the invoice.

Address Lists:

FORMAT:

- Please send the list as either a **PDF or Word Document**
- List the addresses in 1 or 2 columns.
- Alphabetical order is preferable, if possible.
- Please list inner envelope names in a 2nd column to the right of the address if I am calligraphing those as well.

*I will absolutely check with you if something looks incorrect or improper, however I don't always catch everything—it is your responsibility to ensure all addresses and names are spelled correctly and formatted properly before I receive the list

WORDING:

Please submit address lists with the exact wording you would like calligraphed on the envelopes. The only change I might make to your wording would be to abbreviate “Number” in instances where the Street line is long (in order to avoid the extra line charge of \$1.00).

Again, I will only write “No.” on the envelopes with longer addresses. The rest will be as you listed them. If you would prefer that I write out the whole word (apartment, unit, number, etc) instead of “No.” please let me know ASAP, and I will determine how many addresses will require the extra line charge. If you have any questions about this, please ask me before submitting the final address list.

Often clients will format the list so that unmarried couples are both on the first line to avoid the additional line. This format is incorrect and more often than not, both names will not fit on the first line. I will move any information down to the next line that I deem will not fit or will compromise the elegant appearance of the calligraphy unless you indicate you would prefer otherwise.

A sample of how names and addresses should be listed is below. Please do not abbreviate any words.

Formal Addresses:

Mr. and Mrs. Kingston
1736I Olympic Boulevard, Apartment 14
Los Angeles, California 90025

Mr. and Mrs. Raleigh Kingston

Informal Addresses:

Raleigh and Isabelle Kingston
1736I Olympic Boulevard, Apartment 14
Los Angeles, California 90025

Raleigh and Izzy

*You may submit lists with a combination of formal and informal as well. Please do not hesitate to contact me if you have questions, or refer to the Envelope Etiquette handout included in this packet.

Placecard Lists:

Placecard lists should also be provided exactly as you prefer them to be written. These may be provided in an Excel spreadsheet, PDF, or Word Document. If including table names or numbers please separate the guest names by table number/name, not alphabetical.

Envelope Layout:

Refer to the style samples attached to determine envelope layout. You may choose either Staggered or Centered. Zip codes do not count as a fourth line and so there is no extra charge for dropped zip codes. Apartment numbers are counted as an additional line if they require being dropped to the next line. To avoid incurring this fee I normally indicate apartment numbers as such: 123 Main Street, No.5. The charge for additional lines is \$1.00 per line. If you would like to combine elements of different styles, I will be happy to do so. I can also create a custom layout if none of the samples fit your needs.

Shipping:

When completed, the envelopes will be shipped to the name and address you indicate with your order. Please let me know if you wish to expedite shipping. Shipping cost will be included in your invoice, and is based on the size of your order and distance. For local clients (Los Angeles area), we can arrange a delivery or pickup for no additional charge.

Tracking information will be provided, however, Claire and Pierre Calligraphy and Design is not responsible for errors made by USPS, FedEx or UPS. While we make every available effort to ship your order in a timely manner, sometimes shipping delays on account of the carrier are unavoidable.

Deadlines:

Please indicate your desired due date, keeping in mind work is done by hand there is no way to guarantee that orders will be completed on this date. I will make every attempt to have orders completed prior to the preferred date of completion and will notify you, the client as soon as possible if the order is delayed. Please keep in mind our standard turnaround times of 3-4 weeks. I will confirm this when I receive your order. Turnaround does not start until the list, envelopes and payment information are received. If you have a hard deadline that you are concerned about, consider a rush order or make an order further in advance.

Rush Orders:

A rush order is any order requiring completion in less time than the turnaround time we quoted for you. Rush orders are not actually rushed, they are simply orders that are moved to the front of the queue of outstanding clients and for this reason there is typically 25% up charge which may be increased based on the length of rush turnaround required.

Corrections:

Although I double check my work, there are occasionally errors. Please review your order within 48 hours of receiving it back to ensure that there are no corrections to be made. I always keep several sets of extra materials after the order is completed.

Please email a complete list of corrections including the name and addresses of the guest to me within 48 hours of receiving the order, specifying which errors were on account of the calligrapher. Corrections will only be made for errors in wording or significant smudging/smearing. Later additions or corrections on account of client error will be billed directly to the client. Corrections are typically completed and mailed within 3-5 business days and are sent via USPS. Extra envelopes will be returned at your request.

Keep in Mind:

All work is done by hand. There may be slight variations in color, size, style, centering, spacing, and margins through out the order. Ink colors may vary and may not match the printed script exactly. I will attempt to correct all problems without needing to use additional envelopes. Unless you have paid for centering, corrections to spacing will be made at the expense of the client. Minor imperfections are part of the calligraphy process, and should not be considered to be errors.

Place an Order:

Fill out this [ORDER FORM](#), and I will be in touch with you as soon as I can! Also, feel free to email me if you have any questions or concerns at calligraphy@claireandpierre.com!

Thanks so much for your business!



ENVELOPE CALLIGRAPHY

STYLE SAMPLES

7

claire + pierre
calligraphy and design

"GRAYSON"

Mr. and Mrs. Grayson Blake
9136 Round Hill Road
Greenwich, Connecticut
06831

"EZRA"

Mr. Ezra Adams
92 Puma Road
Malibu, California
90625

"SCARLETTE"

Scarlette Bellerose
92 Hand Lane
Amagansett, New York
11930

"CLAIRE"

Miss Claire Charbonneau
13 East Quincy Avenue
Englewood, Colorado
11976

"VIOLETTE"

violette hensington
42108 periwinkle place
venice, california
90291

"OLIVER"

Mr. and Mrs. Oliver Rose
23 Magdalena Road
Los Altos Hills, California
94024