



## CALLIGRAPHY SERVICES: FAQ AND THINGS TO KNOW

THANK YOU SO MUCH FOR INQUIRING ABOUT CALLIGRAPHY SERVICES! I HAVE PUT TOGETHER A BIT OF INFORMATION FOR YOU BASED ON QUESTIONS THAT PEOPLE TYPICALLY HAVE FOR ME AND RECOMMENDATIONS I HAVE FOR YOU.

- \* I WILL NEED YOU TO ORDER AROUND 20% MORE THAN THE AMOUNT YOU EXPECT TO USE FOR ALL PAPER PRODUCTS. FOR EXAMPLE, IF THERE ARE 100 ADDRESSES ON YOUR LIST, I WILL NEED AROUND 120 BLANK ENVELOPES. THIS IS TO ACCOUNT FOR ERRORS I MAKE, INK DROPS AND SPLATTERS, AND ERRORS AND ADD-ONS THAT YOU HAVE. IF YOU PAY ME TO PROVIDE YOUR PAPER PRODUCTS, I WILL MAKE SURE TO INCLUDE THE EXTRA IN YOUR INVOICE.
- \* I AM FLEXIBLE ABOUT THE FORMAT OF YOUR LISTS. MOST PEOPLE SEND AN EXCEL SPREADSHEET, HOWEVER A MAIL MERGED DOCUMENT IS GREAT AS WELL. PLEASE, PLEASE LOOK OVER YOUR LIST VERY CAREFULLY BEFORE SENDING IT TO ME. IT TAKES ME LOTS OF EXTRA TIME TO LOOK UP MISSING ZIP CODES, ETC. IT CAN ALSO SLOW DOWN THE PROCESS WHEN I FIND ERRORS AND HAVE TO EMAIL YOU AND WAIT FOR A RESPONSE.
- \* FOR INTERNATIONAL ADDRESSES, PLEASE LIST THEM OUT BY LINE EXACTLY AS THEY NEED TO BE WRITTEN. PLEASE CONFIRM THAT THE FORMAT IS CORRECT BEFORE SENDING TO ME.
- \* THE WAY MY CALENDAR WORKS IS THAT I ORGANIZE MY TIME AND BOOK BY DATE WHEN YOU NEED THEM BACK. IF YOU TELL ME YOU NEED SOMETHING BY THE BEGINNING OF SEPTEMBER, I WILL MAKE SURE YOU HAVE IT BY THEN. EVEN IF YOU GIVE ME YOUR PAPER PRODUCTS EARLIER THAN EXPECTED, IT MAY NOT MEAN THAT I CAN GET THEM BACK TO YOU EARLIER AS I MOST LIKELY HAVE SOMETHING ELSE SCHEDULED FOR THAT TIMEFRAME. IF YOU GET ME YOUR PAPER PRODUCTS LATER THAN EXPECTED OR TAKE LONGER TO APPROVE SOMETHING OR SEND YOUR LIST, IT WILL PUSH BACK YOUR DELIVERY TIME. I USUALLY NEED 2 WEEKS PER 100 ENVELOPES AND A LITTLE LESS TIME FOR DAY OF ITEMS.
- \* IF YOU WOULD LIKE TO INCLUDE MIDDLE NAMES ON YOUR ENVELOPES OR HAVE MANY FAMILIES AND WOULD LIKE TO INCLUDE CHILDREN'S NAMES ON MAIN ENVELOPE, I RECOMMEND THAT YOU GO WITH A LARGER INVITE AND ENVELOPE SIZE. ON A STANDARD SIZE ENVELOPE (5.25X7.25), EXTRA NAMES CAN MAKE THE ENVELOPE LOOK CROWDED. CALLIGRAPHY LOOKS BEST WHEN IT HAS A LITTLE MORE ROOM TO BREATHE.
- \* IF YOU ARE USING VINTAGE STAMPS OR LARGER STAMPS, PLEASE LET ME KNOW AS I MAY NEED TO MODIFY THE FORMAT OF YOUR ENVELOPE CALLIGRAPHY TO ACCOMODATE. LIKewise, PLEASE LET ME KNOW IF YOU ARE INCLUDING MEAL SELECTIONS ON YOUR ESCORT OR PLACECARDS
- \* I WILL KEEP A FEW EXTRA OF YOUR PAPER ITEMS WHEN I SHIP OR GIVE YOUR ORDER BACK TO YOU. THIS IS TO SIMPLIFY THE PROCESS IF YOU FIND ANY ERRORS OR ADD-ONS OR ANY OF YOUR INVITES GET LOST IN THE MAIL. IT MAY TAKE ME A WEEK OR TWO TO SHIP THEM ONCE YOU TELL ME ABOUT ANY ERRORS OR EXTRAS AS I AM WORKING ON ANOTHER PERSON'S ORDER AT THAT POINT. I RECOMMEND THAT YOU GO AHEAD AND MAIL WHAT YOU HAVE AND LET THAT INDIVIDUAL OR INDIVIDUALS KNOW THAT THEIRS ARE COMING SOON. IF IT IS MY ERROR, I WILL CORRECT AT NO ADDITIONAL EXPENSE TO YOU. IF IT IS YOUR ERROR OR ADD-ON, I CHARGE A \$25 SETUP FEE IN ADDITION TO THE COST PER ENVELOPE. FOR DAY OF ITEMS, I CAN ACCOMMODATE QUICKER TURNAROUND AS I UNDERSTAND THE TIMELINE CAN BE MORE SENSITIVE. I WILL TYPICALLY NEED TO CHARGE YOU FOR OVERNIGHT SHIPPING IN THESE INSTANCES.
- \* WHEN MAILING OUT GROUPS OF ENVELOPES, IT IS VERY COMMON FOR SOME TO GET LOST IN THE MAIL. I DO NOT ASSUME RESPONSIBILITY FOR ANY OF YOUR ENVELOPES THAT GO MISSING OR DAMAGES THAT CAN HAPPEN TO ENVELOPES IN TRANSIT AFTER THEY ARE MAILED. THIS IS AN UNFORTUNATE PART OF THE PROCESS OF SENDING LARGE GROUPS OF MAIL.
- \* IN PERSON CONSULTATIONS ARE NOT NEEDED FOR ENVELOPE OR DAY OF CALLIGRAPHY (IE. PLACE CARDS, ETC, AND THEREFORE THE COST IS NOT INCLUDED IN MY PRICING. IF YOU WOULD LIKE TO MEET IN PERSON, A \$50-100 CONSULTATION FEE WILL BE ADDED TO YOUR TOTAL.
- \* IF YOU ARE SENDING ME YOUR LIST THROUGH GOOGLE SHEETS, PLEASE DO NOT UPDATE YOUR LIST WITHOUT LETTING ME KNOW AFTER SENDING IT FOR THE FIRST TIME. I WILL NOT SEE YOUR UPDATES AS I WORK OFF OF A PRINTED LIST
- \* I WILL TAKE A 50% DEPOSIT UP FRONT TO HOLD YOUR SPACE ON MY CALENDAR. IF YOUR ORDER IS LESS THAN \$125, I COLLECT THE FULL AMOUNT UP FRONT. THE REMAINDER OF YOUR BALANCE IS PAID UPON COMPLETION.