



Studio Hours

BY APPOINTMENT ONLY

MONDAY - FRIDAY 10AM - 6PM | SATURDAY 10AM - 2PM

SUNDAY - CLOSED

How it works and pre-design agreement

Please contact me to set up an appointment to discuss the colors, theme and design for your invitations/stationery. Once we have had a consultation, please fill out the attached order form, as you would like to see the wording appear on your invitations. There is no extra charge for graphics or fonts that I have available in my registry, however, if there are any specific fonts that you request that I may not have may be an additional fee. You will receive all graphical proofs via email. Please respond to the proofs via email, NOT BY TEXT MESSAGE.. You are responsible for reviewing your digital proofs for all spelling errors, layout adjustments, incorrect information and/or incorrect graphics prior to final approval. Any errors noticed after final approval and printing, shall be remedied only at the same cost to replace and/or will be subject to a reprint fee. Please feel free to contact me with any questions or concerns during the designing process. I will begin to design your invitations once I receive this signed pre-design agreement and down payment. We will begin production of printing and assemble your invitations once we have received your final approval agreement contract. Depending on the style and size of your order, printing and assembling times may vary. If invitations will be shipped out to you, final payment and shipping cost is required prior to shipping. If invitations are picked up in person, final payment is due at that time or before.

TIMING & PLANNING

“A lack of planning on your part does not constitute as an emergency on mine”

-Unknown

Timing is important!! For wedding invitations please try to schedule your consultation 3 to 4 months prior to the wedding date. Invitations are required to be finalized at least 1 month prior to the date you are planning to mail them out. Wedding invitations should be mailed out to your guest 8 to 10 weeks prior to your wedding date.

Minimum Recommended Ordering Times for wedding stationery

Save the dates 1 year to 6 months prior to the date of the event

Invitation consultation 18-16 week prior to the date of the event

Invitations should be ordered 1 to 2 month(s) prior to **targeted mail out date.**

Invitations should be mailed out 10 – 8 weeks prior to the date of the event.

Personalized Favors should be ordered 12-10 weeks prior to the date of the event

Menus 8-6 weeks prior to the date of the event

Programs 8-6 weeks prior to the date of the event

Seating Boards/Place Cards and other signage 4 weeks prior to the date of the event

Digital invitations should be ordered at least 2 weeks prior to the date of sending.

A rush fee of \$100.00 will be applied for all wedding invitation orders placed under 1 month prior to target mailing date.

A rush fee of \$50.00 will be applied for all other orders that are placed under 2 weeks prior to expected delivery.

The RSVP Date should be no less than 2 weeks the latest and we would suggest 4 weeks prior to your wedding date. If ordering Save-the-dates, please try to place your order no later than 8 months prior to the wedding date.

Printed Samples

At the time of consultations I will show you all the styles of invitations and stationery that I offer as well as all the color swatches. Once your design process has begun, we will send digital proofs of all components to your stationery. If you still would like to have a printed sample prior to mass production, printed samples start at \$15.00 per sample. Price may vary depending on style.

Pre Printed Envelopes

This is a complimentary service offered by DDBD for wedding invitations order only. In order to take advantage of this service **you must fill out only the information on the excel template file that will be provided to you and only in that format**. Please send it back to DDBD in a timely manner. Otherwise your envelopes will be blank. To reprint or replace any printed envelopes that the information that was given to DDBD incorrect may be subject to a fee. This service is not available if your invitation order is needed in less than 2 weeks.

Postage

You are responsible for finding out how much the invitations will cost in postage, purchasing your stamps for both rsvp and main envelopes and mailing them off. If this is something that you would like DDBD to provide there is a fee + the cost of postage.

RUSH ORDERS

***Wedding invitations orders that are not placed/deposit made a month prior to the date you need them are subject to a \$150 rush fee.**

NO EXCEPTIONS!!

***Laser Cut invitations orders that are not placed/deposit made a month and a half to the date you need them are subject to a \$150 rush fee, NO EXCEPTIONS!!**

***All other stationery orders that are not placed/deposit made within 2 weeks prior to the date you need them are subject to a \$100.00 rush fee, NO EXCEPTIONS!!**

Payment

Once your design has been decided and you are ready to move forward with placing your order, we will send you the invoice and **a 50% non-refundable retainer/ down payment**. Payment is required on all stationery orders over \$150.00. Full payment is required on orders under \$150.00 and/or if the order is being placed in less than a month of your event, no exceptions! We ask that you sign this agreement and return it along with your 50% payment. Invoices must be paid within 48 hours once sent. We will order all supplies and begin the design process for your order once the deposit is received. Please have the exact amount of invitations you will be needed at the time you place the order. The amount & the style ordered once payment has been made cannot be changed or decreased but may be increased. The remaining balance is due upon final printing of completed stationery.

Cancellations

In any case, reason or situation that your event has to be postponed or canceled after invitations/stationery has been printed, shall be remedied only at the same cost to replace them and/or will be subject to a reprint fee. Reprints are done at cost; there are no discounts for reprints for prior approved stationery. All deposits are non-refundable once order has been placed and deposit has been made.

Rental Items, delivery & set up

There is a \$60 delivery and set up fee within the Baltimore city & Baltimore county area. Surrounding areas there is a \$100.00 delivery & set up fee. Outside of these areas (Virginia, Delaware, Pennsylvania ect..), there is a \$250.00 delivery & set up fee. If you are picking up rental items, they are due back within 3 calendar days or a late fee of \$50.00 will be charged. Any items that are lost, brought back broken or damage will be remedied at the same cost to replace.

Flowers for Custom Signage and Mirrors

We are not a floral company and do not provide florals or decorative items to enhance your signage. Please speak with your floral designer for these items.

Discounts

-We do offer a quantity discount for orders of invitations over 100 units & and our bundle packages are discounted.

-If you have a bridal show validation or,

-If you are a bride of or was referred by one of our preferred vendors, you will receive 10% off on your wedding invitation order.

Other than the above we do not offer discounts.

I understand the policies as they apply to booking and payment, and will follow them accordingly

Name(s) _____

Signature(s) _____

Date _____ Deposit amount made \$ _____ Balance due \$ _____