



Studio Hours

BY APPOINTMENT ONLY

MONDAY - FRIDAY 10AM - 6PM | SATURDAY 10 AM - 3 PM

SUNDAY - CLOSED

How it works and pre-design agreement

Please contact me to set up an appointment to discuss the color and design of your invitations. Fill out the attached order form, as you would like to see it appear on your invitations. There is no extra charge for graphics or fonts that I have available in my registry, however, fonts that you request that I may not have and black invitations with white writing may be an additional fee. You will receive graphical proofs via email. Please respond to the proofs via email, NOT TEXT MESSAGE. You are responsible for proofing your digital proofs for correct spelling, errors, layout adjustments prior to final approval. Any errors noticed after final approval and printing, shall be remedied only at the same cost to replace and/or subject to a reprint fee. Please feel free to contact me with any questions or concerns during the designing process. I will begin to print and assemble your invitations once the down payment and your final approval contract has been received. 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

"A lack of planning on your part does not constitute as an emergency on mine"
-Unknown

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

Favors 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 4 weeks prior to the date of the event

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.

For [wedding](#) invitations please try 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.

The RSVP Date should be no less than 2 weeks prior to your wedding date. If ordering Save-the-dates, please try to place your order no later than 6 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 at \$12.00 per sample.

Pre Printed Envelopes

This is a complimentary service offered by DDBD. In order to take advantage of this service you must fill out only the information on the excel file that will be provided to you and sent 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.

Postage

You are responsible for finding out how much the invitations will cost in postage, getting your stamps for both rsvp and main envelopes and mailing them off.

RUSH ORDERS

All wedding invitation orders that are not placed/final approved within a month prior to the date you need them are subject to a \$100 rush fee. NO EXCEPTIONS!!

Payment

Once your design has been decided and you are ready to move forward with placing your order, a 50% non-refundable down payment, is required on all stationery orders. No exceptions! We ask that you sign this agreement and return it along with a 50% payment. 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 ordered once payment has been made cannot be decreased but may be increased. The remaining balance is due upon final printing of completed stationery.

Discounts

If you have a bridal show validation or,

If you are a bride or was referred by one of the below companies you will receive 10% off on your wedding invitation order.

Magical, Memorable and Elegant Weddings and Events

Lillie'anne Events

Bird of Paradise Events

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 \$ _____