The Left Handed Calligrapher

Thank you for considering The Left Handed Calligrapher for your special occasion!
We think that calligraphy should be one of the less stressful parts of your planning process (and know that the guest list is the worst!).
In anticipation of some of your questions, we have provided some details below.

We love your work, how do we get on the schedule and move forward?

Yay! I am so please you have chosen me. Please contact me with the details of your order and to confirm availability and receive the necessary contracts and order forms!

Do we need to provide extra of the items we would like written out?

Yes please.15% extra of each item are requested for changes to the guest list, ink testing and occasional mistakes.

How should we provide our guest list to you?

Please visit our pricing page to download the guest list template. It has 3 variations based on your needs (or skill level with excel!).
Please provide the guest list spelled out as you want it written. Ex. Mr. and Mrs. NOT Mr. & Mrs.; Texas NOT TX; Drive NOT Dr.

What happens if there is an error on my list?

We happily fix any errors immediately that are our fault.
Address corrections will cost additional price per set if already addressed and error was not by fault of the calligrapher.

What if my guest list is not complete?

Please have your guest list complete at time of delivery to calligrapher. Incomplete lists will not be priority on our schedule.
Changes and additions to the order, after completion, will be billed with a $25.00 set up fee per set of changes.

How much do you charge for...?

Please visit our pricing page for the current rates. A complete list of fees is attached to the end of this file. For the most accurate quote or something not mentioned, feel free to contact us with the details of your specific order.

How long does it take for you to complete my order?

Generally we prefer 2 weeks to complete 100 outer envelopes and 5-7 business days for day of materials.
Please see our contact page to request a quote and see if we have availability during your desired timeframe.

Do you offer rush services?

We do offer rush services. The fee is 50% of total with less than 5 days, 100% of total withing 24 hours or involving major loss of sleep or physical pain. Please contact us with the details.

We see that you offer different layout options for envelope addressing. What does that mean? What is address centering and why is it more?

Thanks for asking! We do offer different layout options from the standard staggered option. Centering is more expensive because it takes longer to write and layout on each envelope. You are welcome to get creative, we have found that these are the most popular. (next page!)

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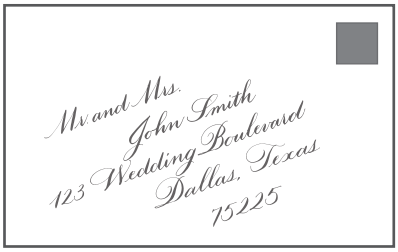
LAYOUT GUIDE

Staggered/
Standard Layout

Centered Layout
4th line zip code
$0.50 add'l

Centered Layout
$0.50 add'l

Slanted Layout



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How do we get our items to you?

Thanks for asking! Once you have confirmed a spot on our schedule, we will send you an address to ship your items to.

Need to meet in person? We are located in the Dallas, Texas metroplex and can work with you schedule a time for dropping off your items.

In person deliveries beyond 2 per order will be billed at $30.00 per delivery.

If Client cannot meet/deliver from the offices of The Left Handed Calligrapher, major common couriers will be used and billed to client.

What shipping method do you use?

Shipping and handling will be billed to client. We prefer to ship FedEx or USPS priority mail with package tracking.

Please let us know if you would like to add insurance, and at what rate.

Do you require a deposit?

Fifty percent retainer is due at booking. The retainer is applied to balance due and is not refundable.

Full payment is required at completion of items.

Custom Logo and Invitation designs require full payment upon booking.

Late fees are assessed at a rate of $25.00 per week past due of the due date.

What type of payments are accepted?

The balance is due before delivery of your order. Payment made by cash or check is accepted.

Do you charge sales tax?

All Texas clients will assess and 8.25% Sales Tax; to be reflected on invoice.

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STYLE GUIDE

COPPERPLATE	Mr. and Mrs. Glenn Young
CITADEL	Mr. and Mrs. Charlie Mickey
ROOK	Mrs. Kathy Fitzgerald
OLIVIA	Miss Abigail Brown
SPENCER	Mr. and Mrs. Edward Sampson
DYLAN	Mr. and Mrs. Adam Brown
GRACE	Mr. and Mrs. Mitchell Cox
TALIA	Miss Lindsay Donaldson
ZANNER	Miss Brittany Young
HAYDEN	Mr. and Mrs. Josh Whetstone
MITTY	miss riley black
MITTY CAPS	Miss Jessica Dority
SAMANTHA	Miss Samantha Johnson
KEGAN	Mr. and Mrs. Chad Pizano
DEXTER	Mr. and Mrs. Justin Schottlaender
HANDWRITING	Miss Paula Chambers

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RATE SHEET 2016

ENVELOPE ADDRESSING by Hand

Outer Envelope	$3.00
Outer/Inner Envelope Set	$4.25
Inner Envelope Only	$2.50
Return Address: 2 line centered, back flap	$2.50
RSVP Address: 3 line centered, front	$3.00
Metallic Ink Color	$0.50 ea.
Centering	$0.50 ea.
Dark/Opaque Paper	$0.50 ea.
Paper Treatment: for bleeding, slick surface	$0.50 ea.
Complex, Specialty or Lettering Match	Sample required

PLACE CARDS/ SEATING CARDS or ENVELOPES by Hand

Card or Envelope: single name	$1.50
Card or Envelope: double/couple name	$2.00
Additional Lines	$1.00
Table Numbers: for enclosure cards	
Numberal Only (1, 2, 3...)	$0.50
Number/Name Written-Out	$0.75

TABLE NUMBER CARDS and OTHER SIGNS by Hand

Table Number	
Numeral Only (1, 2, 3...)	$7.00
Number/Name Written-Out	$10.00
Small Signs	$5.00 and up

CUSTOM ARTWORK

Names for Invitations	$125
Invitation Components: 5 items	$175 & up
Invitation Design: 4 piece suite	$500 & up
Menus	$100 & up
Programs	$125 & up
Monogram	$300
Logos	$500 & up

MISCELLANEOUS

Stamp, Stuff, Mail basic assembly, postage price not included	$0.75 ea.
Zip Code Look Up in quantity	$1.00 ea.
House Paper Stock	$1.00 ea.
Hourly Rate: for on-site work or custom work	$125
RUSH: may be adjusted lower based on current work load	
Less than 5 days	50%
Within 24 hours or involving major loss of sleep	100%
Set up Fee for Corrections/Changes after completion of order, in addition to regular rates	$25.00
Courier Fee: Dallas	
4 hr $35.00 ASAP	$60.00
Late Payment Fees	$25.00/week
Cancellation/Kill Fee	50% of job costs

Policies and Procedures: Prices are based on the estimated completion time. • A non-refundable retainer fee of 50% estimated costs is required to hold the date for work to be done, to be deducted from final balance • Order form is required to begin work • Projects booked and not ready to start at the scheduled time will be handled in one of the following ways: rescheduled for the next available time, carry a rush charge, or taken off the calendar, thereby forfeiting the retainer fee • All custom artwork include up to 3 revisions, after which an hourly rate applies • Lists are to be submitted via e-mail using the LHC guest list template to deter errors or a potential set up fee • Extra paper stock is required (at least 15%) to avoid an extra fee • Foreign names/addresses in quantity may be priced higher • Returned checks are subject to a $50 return check fee • A late fee will be assessed at $25 per week for late payments • Payment by Check or Cash only • Unless otherwised arranged, artist retains all copyrights.

WWW.THELEFTHANDEDCALLIGRAPHER.COM • NICOLE@THELEFTHANDEDCALLIGRAPHER.COM • 214.202.7594

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ORDER FORM

NAME: _____

PHONE: _____

EMAIL: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP _____

BILLING ADDRESS: _____

CITY/STATE/ZIP _____

EVENT DATE: _____

ANTICIPATED MAILING/COMPLETION DATE: _____

FONT: _____

INK COLOR: _____

PAPER COLOR: _____

LAYOUT: _____

QUANTITY: _____

ADDITIONAL COMMENTS: _____

_____

_____

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