

The Left Handed Calligrapher

RATE SHEET

ENVELOPE ADDRESSING by Hand

Outer Envelope	\$4.50
Outer/Inner Envelope Set	\$6.00
Inner Envelope Only	\$3.00
Return Address: 2 line centered, back flap	\$3.00
RSVP Address: 3 line centered, front	\$4.00
Ink Color Matching (color other than black)	\$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

Place Card or Envelope: single name	\$2.00
Escort Card or Envelope: single name	\$3.00
Additional Lines	\$1.00
Table Numbers: for enclosure cards	
Numeral Only (1, 2, 3...)	\$0.50
Number/Name Written-Out	\$1.00
ink color & opaque paper fees may be added to seating card orders (see above)	

TABLE NUMBER CARDS and OTHER SIGNS by Hand

Table Number	
Numeral Only (1, 2, 3...)	\$10.00
Number/Name Written-Out	\$15.00
Small Signs	\$7.00 and up

CUSTOM ARTWORK

Names for Invitations	\$125
Invitation Components: 5 items	\$175 & up
Invitation Design	\$400 & up
Menus	\$150 & up
Programs	\$250 & up
Monogram	\$350 & up
Logos	\$500 & up

MISCELLANEOUS

Stamp, Stuff, Seal	\$100.00 hr.
postage price and mailing not included	
Zip Code Look Up in quantity	\$1.00 ea.
House Paper Stock	\$1.00 ea.
Hourly Rate: for on-site work or custom work	\$150
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%
Envelope Proofing: Photo	\$25.00 ea.
Mailed Physical	\$50.00 ea.
Set up Fee for Corrections/Changes	\$35.00
after completion of order, in addition to regular rates	
Courier Fee: Dallas	
4 hr	\$40.00
ASAP	\$75.00
Late Payment Fees	\$35.00/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 proofs, 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 \$75 return check fee • A late fee will be assessed at \$35 per week for late payments • Payment by Cash or Check • Unless otherwise arranged, artist retains all copyrights.