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CALLIGRAPHY ORDERING GUIDELINES
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POLICIES & PROCEDURES

Projects that have been 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.

LIST PREPARATION

Address lists must be sent in either a Word document or Excel spreadsheet. No PDFs, please.

Guest names must be spelled out exactly as you would like them to appear on the envelope. Please see the Etiquette Guidelines posted on the FAQs section.

International addresses in quantity may be subject to a higher rate due to formatting requirements and additional lines.

DESIGN & DIGITAL FILES

All custom artwork includes up to 2 rounds of revision, additional revisions to be charged an hourly \$75 / hour design fee

EXTRA ENVELOPES

It is very important to include at least 10% extra envelopes for errors to ensure that all of your addresses can be completed. Any unused envelopes will be returned to the client.

SHIPPING & CORRECTIONS

Client is responsible for all shipping costs. Curlicue will ship completed materials only via trackable and insured methods. Clients may specify USPS, UPS or FedEx.

Any errors on Curlicue Designs' part will be corrected gratis and immediately. Re-writes due to list typos or client changes will be charged the standard addressing rate. After the job is complete, I will do one round of additions and corrections for the calligraphy charge only. Each subsequent round of additions or corrections will incur a \$25.00 set-up fee plus the cost of calligraphy.