

Cosmopolitan Calligraphy Service Agreement

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Please fully read this agreement.

Initial at the bottom of each page and sign on the last page. In order to reserve a spot on the calendar, you need to return a signed copy with your deposit.

Cosmopolitan Calligraphy is pleased to work with you at this exciting time. We want to help you make your wedding envelopes truly special and highly memorable to those who receive them. We are able to address your envelopes in traditional and more whimsical scripts.

Pricing

1. The base pricing for addressing envelopes in Copperplate and Spencerian Script is \$.75 per line. This applies for black ink on white, cream, or pastel **semi-transparent** envelopes. Inquire about the pricing associated with other scripts. It will be necessary for you to provide a sample of the style that you are interested in using as the basis for your design. We do not exactly replicate any font.
2. If the envelopes are opaque (non-transparent) or have a privacy liner, the cost is \$1.00 per line. These envelopes require penciling in of guiding rules and their erasure afterwards, as opposed to being able to use a light table.
3. Custom colored pre-bottled colored ink is \$1.50 per line.
4. Because of the difficulty associated with metallic colors of ink (gold, silver or bronze) the cost per line for addressing is \$1.75 per line.

Extra Envelopes

Note: For 25 envelopes, include a minimum of an extra 5 envelopes. For 100 envelopes, include a minimum of an extra 10 envelopes. For 200 envelopes, include a minimum of an extra 15 envelopes. For 250 envelopes, include a minimum of an extra 20 envelopes.

A few mistakes or ink splatters are inevitable. Unused envelopes are returned to the client.

Deposit

5. A fifty percent 50% non-refundable booking fee is a deposit to reserve time on the schedule. It is due at the time of the booking with this signed Service Agreement -- all pages initialed. The balance of the job is due on delivery.
6. Artwork can be included on your envelopes. It requires a 50% non-refundable deposit to begin any custom artwork. The balance for artwork is due on delivery. Artwork is priced by design. Samples are available. Artwork will add a minimum of \$1.50 per envelope.
7. I accept cash, money orders, Paypal transfers and cashier checks made payable to Cosmopolitan Calligraphy.
8. A job to be completed in **less than** 14 business days or over a holiday is considered a rush job. They are available at a 30% increase. For example, if your total balance is \$300, then the balance due is \$390 dollars and your non-refundable deposit is \$195 dollars.

Step 1: Finalize Your Guest List

- A. Single or double column formation should be used in laying out your wedding envelope addresses. This will enable you to clearly document preferences that you have for the outside envelope and the inside envelope. Using the double column format will help you best utilize the paper even if you only have an outside envelope. Make certain to use **standard case** when typing your addresses. All caps is not acceptable because it does not allow me to determine which letters may abnormally be capitalized.

If inside envelopes are being included, it is important that names are shown **exactly** how you would like them to appear. An effective and clear way to format your list is in two columns, with the outside envelope address on the left and the inside envelope line(s) on the right:

Outside envelope

Mr. & Mrs. Stephen Charles Harrison
45 Commonwealth Avenue
Number 30
Boston, Massachusetts 08250

Inside envelope

Mr. & Mrs. Harrison / Mary & Steve Harrison / Steve & Mary
(formal) (informal) (more informal)

- B. **Envelopes and complete Guest List.** It is best to deliver the envelopes and guest list as early as possible and **at the same time**. A minimum of 14 business days is required in order not to incur a rush fee. Because tight deadlines can create unnecessary stress, remember that it does not hurt to be early. We would like for the mailing of your wedding invitations to be a joyous experience.

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Step 2: Type Your Guest List

- C. Guest list must be typed using **alphabetical order** by last name. For example,
- Mr. & Mrs. Elmor **A**bra
210 East Campton Street
Zilmore, Texas 78263
- Mr & Mrs. Yohn **D**oe
207 Blessing Avenue
Plute, Texas 78908
- D. Guest lists can be typed in Microsoft Word or Macintosh Apple Pages word processing programs in 14 point font size. You are welcome to use any non-decorative (easy to read) font such as **Helvetica** or **Arial**.
- E. If your guest list is in a spreadsheet format (Microsoft Excel or Apple Numbers), please do a **mail merge** or "print as labels" to place the addresses in an envelope address format like the common three (3) lines of text. Otherwise, rows of names and addresses running horizontally across the page in a spreadsheet format are too difficult to use. It creates many opportunities for mistakes.
- ◆ A horizontal list from a spreadsheet looks like: Mr. and Mrs David R. Smith, 700 Colorado, Austin, Texas 78701
- F. Please put 3 spaces between each set of names and addresses.
- G. **Do spell out everything.** Do not use abbreviations such as TX, Apt., Rd., etc.

Step 3: Proofread Your Guest List

- H. Make sure that the names, titles, address, zip code, city and state are exactly as you would like it to appear on the envelope. There is no way for me to know, whether a name is misspelled.

Step 4: Submit Guest List & Deliver Envelopes

- I. Your wedding envelopes should be delivered to me at a **minimum** of 14 business days before you want them returned to you. Anything that does not allow for a 14 business day turnaround is considered a rush job. We do not work on holidays. Put a printed copy of your guest list in the boxes / bags with your envelopes. After these items are received a preliminary invoice will be emailed to you for approval. We will email or call you when your order is complete and a final invoice will be issued.
- J. If your invitations are not 100% cotton, Cranes or William Arthur, then please provide me with 3 samples as soon as possible. **Some envelopes are not conducive to hand lettering with the calligraphic pointed pen.** Testing samples will allow me to see if acceptable results can be achieved. Some inks bleed on inexpensive envelopes. As well, having plenty of **extra** envelopes will enable you to be at peace if you have to add a few more people or if the envelopes require significant testing before a suitable solution is identified.

*Price Increase Note:

On rare occasion some of the inexpensive envelopes can be extremely difficult to work with because of the surface of the paper. Calligraphing on these types of envelopes can involve and increase in time and an increase in the materials that are used in order to complete the job. As well, any non-standard sized wedding envelopes may have an increase in price because standard wedding addressing templates cannot be used. These envelopes may involve extra set up, purchase or creation of support materials.

- K. Please send one copy of your guest list in pdf format and one copy in Microsoft Word / Apple Pages format via email. I will contact you **if** I suspect something is not correct (e.g., a 4-digit zip code) keystroke typing errors are common, but there is no way for me to know whether a name is misspelled.
- L. **All additions** received after the initial hand off of the list will be **\$.50 per line more**. Therefore, please be sure that the guest list is complete in its entirety upon hand off of envelopes and the 50% deposit. This will enable the finish of your envelopes in a timely fashion without causing interruption to the job that is scheduled next. Additions and changes should be e-mailed (not just phoned) so that there is a "hard copy" for verification. Any additions after the completion of the job will be assessed accordingly.
- M. Please retain your actual wedding invitations. I need only the envelopes and one single invitation if you have it to spare.

Step 5: Confirm Your Due Date

All invitations will be ready for pickup on the agreed upon finish date. I leave proofing against the guest list and fine-tuning until the end, therefore it is **not** possible to have any portion of an order ready ahead of time.

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Guest List Composition Guidelines

Bullet 1) Please submit your guest list in 14 point font size with three (3) spaces between each entry.

Bullet 2) On elected officials such as judges, mayors, city council members, etc., please indicate the title on the inside envelope column.

Outside Envelope

The Honorable and Mrs. Rick Perry

Inside Envelope

Governor and Mrs. Perry

Bullet 3) Indicate if you want Doctor, junior and senior spelled out. Otherwise, it will be abbreviated Dr., Jr. and Sr. to better adjust for spacing issues. Please note that neither the "j" in junior nor the "s" in senior is capitalized when spelled out.

Bullet 4) When composing your guest list, please spell out Drive, Lane, Street, Cove, Circle, North, South, East, West, etc.

Bullet 5) The words "and guest", "and escort" and "and family" appear on the inside envelope only.

Bullet 6) The words Apartment and Number will appear on the line below the street address. See example below.

Bullet 7) Guest list examples:

Outside Envelope

Mr. & Mrs. John Bruce Jones, junior
1801 Lavaca Street
Number 1201
Austin, Texas 78701

Inside Envelope

Mr. and Mrs. Jones

Doctors Jane & Stuart Hunt
701 Colorado Street
Austin, Texas 78701

The Doctors Hunt

Mr. & Mrs. Stephen David King
7210 Hillside Drive
Apartment 201
Austin, Texas 78731

Mr. and Mrs. King
Katherine, David and Kelsey

Mr. & Mrs. Gordon Smith, senior
Virreyes 1035
Lomas Chapultepec
11000 Mexico, DF
Mexico

Mr. & Mrs. Smith and family

All envelopes with a foreign address will be assessed at \$1.50 per line. All foreign countries go on last line with no zip code. The zip goes appears on the line above.

Please let us know if you would like help with your table numbers, menu or other calligraphic needs. Keep in mind that we are also very capable of designing an attractive display of your vows, marriage certificate or wedding attendance document to warm the atmosphere of your home. Now, is the time. Our schedule is booked by non refundable deposit.

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AGREEMENT CHECKLIST

Please **initial** that you understand the fees associated with the services that we offer.

- _____ standard per line fee \$.75 per line, average 3 to 4 lines (if apartment number is required)
- _____ additional for non-standard \$_____
- _____ additional fees colored or metallic ink
- _____ additional fees non-standard wedding size envelope
- _____ additional fees lined envelopes (these envelopes require hand placed guidelines)
- _____ additional fees foreign addresses (these envelopes require 5 lines of text rather than 3 to 4 lines)
- _____ rush fee (a 30% increase, see section **Deposit**, number 8)
- _____ additional fee \$.50 per line for envelopes after initial hand off
- _____ format guest list electronically in Word or Pages, not Excel and email with pdf
- _____ submit hardcopy of guest list with envelope boxes or bags
- _____ envelopes and guest list will be submitted 14 business days before due date
- _____ render a deposit of 50% of estimated completed job per preliminary invoice
- _____ remainder of balance is due at job completion

_____ Envelope Deadline

I have read and fully agree to the terms in the fees & guidelines.

Print Name: _____

Signature: _____

Today's Date: _____