



• CUSTOM WEDDING INVITATIONS CONTRACT •

Please read over this contract carefully and sign on the final page.

PROJECT CONTACT

To avoid confusion for all parties, we request only one contact who will communicate with our team.

Contact for the Project: _____

Email: _____ Phone: _____

THE CONSULTATION

Wedding Suite Consultations can last between 30-60 minutes, depending on the complexity of your suite. We charge \$75 per hour for design time and design consultation. Please note that all in-person meetings and phone calls are considered consultation time and will be charged as such.

Many elements go into determining the price and timeline of your suite. A quote will not be prepared on the spot during the consultation. A quote will be emailed to you following the meeting once we have a better understanding of your project. The design process does not begin until the project quote is approved.

DESIGN TIMELINE

Wedding Suites take some time to design and proof, especially the more complex they are. We request 2-3 months prior to mail date for a simpler wedding suite and 3-6 months prior to mail date for a complex wedding suite. An average wedding suite goes through 2-3 rounds of edits. By the 3rd round, additional design fees will likely apply. (This depends on the complexity of the wedding suite and the complexity of the edits). We highly encourage all edits and revisions be made by email and/or our FTP website whenever possible. In person meetings and phone calls concerning edits will be considered consultation time.

THE PROOFING PROCESS

Final files and final approvals will be sent and proofed through our FTP website. An email will be sent to you with a link. Click on the link and you can preview your proofs. Click "Approval" if you are ready for that item to go to press, or submit your edits in the comment box. Please note that formatting does not work in the comment box.

Do not click "approve" on your item if you have edits in the comments box. If edits are in the comments box and "approve" is clicked by mistake, notify us via email IMMEDIATELY that this is the case. Our system will not print these comments when approved and any items that need to be reprinted due to this will be the responsibility of the customer.

FINAL ORDER APPROVAL DEADLINE

We never print a file without a final proof approval from the customer, and we need time to make sure we have everything just right for you. We have a hard deadline for final approval for all wedding suite items of **THREE MONTHS BEFORE THE EVENT DATE** to ensure adequate production and mailing time. This includes all proofs, quantities, and suite components, including mail merges. Rushes are not available for Wedding Suites.

Event Date: _____ Final Approval Required By: _____

(OVER)



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PRINTED PROOFS

Printed proofs are available upon request. A printed proof is not included in the quote or the timeline and completion of one will push back production time. Printed proofs will be billed separate from the full order. Any traditional printing processes are not available on a printed proof, but can be printed digitally to represent the traditional process. This process can take about 5-10 business days to complete. If this is something you are interested in, please allocate additional time in your timeline to do so.

PRODUCTION

Printing production time begins when all proofs are approved. We have a first-in, first-out policy. To best serve all of our customers, we are not able to add anything to our design or production queues until we receive approval for all parts of the order. Any delays in information, edits, or approvals will extend the timeline. Printing turn around times can take anywhere from 5-15 business days, depending on the complexity of your wedding suite. Please note that we do not provide assembly of the final wedding suites. If you need assembly of your suite, please let us know and we can provide a quote.

COLORS

Due to the many variations in monitors and browsers, color samples may appear different on different screens. To ensure accurate color reference, please request a printed proof prior to giving a final art approval. For most custom colors, we offer color matching for a fee of \$25.

CUSTOM ORDER PAPER STOCK

At The Ink Spot, we do our best to provide our customer's top picks of paper stock, envelopes, etc. We rely on our paper vendors and supply chains - at times certain items are back-ordered or out-of-stock. We will communicate any delays or issues as they arise and provide suggestions of other options. Any custom order paper stock adds to the overall timeline. If you choose to not use a special paper stock after the special paper stock has been purchased by The Ink Spot, a 25% restocking fee will be applied to your invoice.

PAYMENT

Payment will be made in full at time of completion of job. Payment can be made via a secure Square link via email or at pick up. We take cash, card or check.

GRAPHIC RIGHTS

All illustrations, designs, monograms, logos, etc. produced by The Ink Spot are protected by copyright and may not be imitated, used or copied without notice and permission. By entering into a production agreement, you acknowledge that your finished products may be used by The Ink Spot for future advertisement, promotion, and work samples.

If you agree to the terms and conditions above, please sign below:

Date

Main Contact Print

Main Contact Signature



wedding design consultation

THANK YOU FOR SAYING "YES" TO THE INK SPOT!

We are excited to work with you! We want to fill you in on the process to make everything go as smoothly as possible. Just as a reminder, here is the information you gave us when you signed your contract.

Contact for the Project: _____

Email: _____ Phone: _____

Wedding Date: _____ Final Approval Deadline: _____

DETAILS ABOUT YOUR ORDER

Number of Suites (households): _____ Budget: _____

Preferred Mail Date: _____

How did you hear about us? _____

Are you planning on day-of stationery later? ☐ No ☐ Undecided ☐ Programs ☐ Menus ☐ Signage ☐ Tags
☐ Seating Arrangements ☐ Thank You Notes ☐ Other _____

While we will not be designing or ordering these items at your initial consultation, it is helpful for us to consider your other paper goods down the line!

TELL US ABOUT YOUR EVENT

Color Palette: _____

Theme/Style: _____

Formality of Wedding: ☐ Formal ☐ Semi-Formal ☐ Casual

Any special design elements you would like to include: _____

Any printing processes you are interested in using: _____

Please have examples of fonts, design elements, colors and wording available at the consultation or email us ahead of time at orders@inkspotstl.com. Check out our Pinterest page [@theinkspotinc](https://www.pinterest.com/theinkspotinc) for ideas! Please note, many elements go into determining the price and timeline of your suite. A quote will not be prepared on the spot during the consultation. A quote will be emailed to you following the meeting once we have a better understanding of your project.

all the finer details *of your big day*

THE COUPLE

Full Name 1: _____

Full Name 2: _____

Address: _____

City: _____ State: _____ Zip: _____

Wedding Website: _____

WEDDING HOSTS

Who's Hosting: ☐ Couple ☐ Bride's Parents ☐ Groom's Parents ☐ Both Sets of Parents ☐ Other

Hosts' Full Names: _____

CEREMONY

Time of Ceremony: _____ Venue: _____

Venue Address: _____

Additional Information: _____

RECEPTION

Time of Reception: _____ Venue: _____

Venue Address: _____

Additional Information: _____

Other Details (Hotel Blocks, Dress Code, Itineraries, Shuttle Arrangements, Directions, ect): ☐ I would like these details on a separate card.

RSVP

RSVP Method: ☐ Envelope ☐ Postcard ☐ Website/QR Code ☐ Email/Text/Call ☐ Other: _____

RSVP Contact Information: _____

Guests' RSVP by Date: _____ Menu selections? _____

Write in the # of reserved seating? ☐ Yes ☐ No Request Dietary Restrictions? ☐ Yes ☐ No

MAIN/OUTER ENVELOPE

Return Address Name(s): _____

Return Address: _____

Return address location? ☐ On the front ☐ On the back flap

Would you like a mail merge (individually printed addresses)? ☐ Yes ☐ No

MAIL MERGE INSTRUCTIONS

For your convenience, we offer custom printing on envelopes. We will provide our mail merge template to be filled out with your guests' names and addresses. Everything you enter on the template will appear exactly as is on the envelope, so please take your time! Keep in mind the following when you are filling it out:

- Do not format the fonts in the template! Let your designer know how you would like the names and addresses printed along with the font(s) and possible layout.
- When in doubt, spell everything out (ex: North, Avenue, Boulevard, Highway, Suite, Apartment. Saint Louis, Missouri, etc.) Numbered streets can be written out, but it is not required. (12th Street and Twelfth Street are both correct.)
- Not sure how to address your guests? Consult this article from the etiquette masters at the Emily Post Institute to guide you!

Production Note: Many couples include insert cards for additional events like rehearsal dinners, welcome parties, brunch, and more in their invitation suites. This avoids the added costs of multiple mailings and extra postage. Please only include this info here if you would like to include these cards with your suite. Anything intended for mailing at a later date will need to be entered as a separate order.

REHEARSAL

Location: _____ Date and Time: _____

Dinner Venue + Address: _____

Additional Information: _____

ADDITIONAL EVENTS (EX: WELCOME PARTY, BRUNCH, ETC.)

Activity: _____ Date and Time: _____

Venue + Address: _____

Additional Information: _____

