

# wedding design consultation

## • CUSTOM WEDDING INVITATIONS FORM •

### THE BRIDAL COUPLE

Full Name 1: \_\_\_\_\_

Full Name 2: \_\_\_\_\_

Email: \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### TELL US ABOUT YOUR EVENT

Wedding Date: \_\_\_\_\_ Number of Suites (households): \_\_\_\_\_

Budget: \_\_\_\_\_ Theme/Style/Colors: \_\_\_\_\_

Wedding Website: \_\_\_\_\_

Formality of Wedding:  Formal  Semi-Formal  Casual

### TELL US ABOUT YOUR VISION

Printing Process:  Digital Black & White  Digital Full Color  Soft Touch Finish  Digital Foil

Traditional Press/Foil  Blind Emboss/Deboss  Raised Ink

Material/Paper Stock:  Standard/House  Textured (Felt/Linen)  Cotton  Stardream/Metallic

Other (Acrylic, Customer Supplied Stock, etc.) \_\_\_\_\_

Additional Pieces:  Belly Band  Pocket Folder  Envelope Liner  Monogram

Map/Directions  Address Labels  Duplex/2-Ply  Sticker

Double Envelope (inner & outer)  Vellum Wrap  Custom Illustration

Custom Die Cut Shape  Folded/Booklet Invite  Perforated RSVP Card

Other: \_\_\_\_\_

## WEDDING HOSTS

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

Hosts' Names: \_\_\_\_\_

## CEREMONY

Time of Ceremony: \_\_\_\_\_ Venue: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## RECEPTION

Time of Reception: \_\_\_\_\_ Venue: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## ADDITIONAL ACTIVITY (EX: REHEARSAL, WELCOME PARTY, BRUNCH, ETC.)

Activity: \_\_\_\_\_ Time: \_\_\_\_\_

Venue + Address: \_\_\_\_\_

Additional Information: \_\_\_\_\_

## 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? Y N

Request Dietary Restrictions? Y N

## MAIN/OUTER ENVELOPE

Return Address Name(s): \_\_\_\_\_

Return Address: \_\_\_\_\_

Do you want a mail merge (individually printed addresses)? Y N      Need a form? Y N

How many sides?  One-sided  Two-sided      Ink color on envelope: \_\_\_\_\_

Envelope Paper Color: \_\_\_\_\_ Envelope Flap Shape:  Square  Euro Flap

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## • CUSTOM WEDDING INVITATIONS CONTRACT •

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

Contact for the Project: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### LET'S GET STARTED!

Every suite is custom designed for your personal occasion by our in-house designers. Please have examples of fonts, designs, colors and wording available at the consultation or email us ahead of time at [orders@inkspotstl.com](mailto:orders@inkspotstl.com). Check out our Pinterest @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. Consultation appointments can be scheduled Monday-Friday 10am-5pm.*

### THE CONSULTATION

Wedding Suite Consultations can last between 30-60 minutes, depending on the complexity of your suite. We charge \$75 per hour. All design consultations (in-person or over the phone) will be charged.

### THE PROOFING PROCESS

At The Ink Spot, we never print a file without a final approval from you! An average wedding suites goes through 3 rounds of edits. By the 3rd round, additional design fees will apply. (This depends on the complexity of the wedding suite and the complexity of the edits). Final files and final approvals will be 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 approved, or submit your edits in the comment box. Please note that formatting does not work in the comment box.

### PRODUCTION

The design process does not begin until the project quote is approved. If you request a physical proof it will delay production time and is not included in the quote or the timeline. 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 have all the information to proceed. Any delays in information, edits or approvals will extend the timeline. We will NOT put your order in front of other customers. Rushes are NOT available for Wedding Suites.

### TIMELINE

Wedding Suites take some time to design, 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. 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 any assembly of the final wedding suites. Let us know your timeline below:

Preferred Pick-up Date: \_\_\_\_\_ Preferred Mail Date: \_\_\_\_\_

## CUSTOM ORDER PAPER STOCK

At The Ink Spot, we do our best to provide our customers' 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.

## MAIL MERGE/ENVELOPE PRINTING

For your convenience, we offer custom printing on envelopes. Our Mail Merge template will be provided to you to be filled out correctly with your guests' names and addresses. Please do NOT format the fonts in the template, but 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: Circle, Highway, Saint Louis, Missouri, etc.)

## 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.

## PRINTED PROOFS

Printed proofs are available upon request. This will be billed separate from the full order. Any traditional printing processes are not available for proofing, but can be printed digitally to represent the traditional process. This process can take about 5-10 business days to process. If this is something you are interested in, please allocate additional time in your timeline to do so.

## 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.

## 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.

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

\_\_\_\_\_ Date

\_\_\_\_\_ Main Contact Print

\_\_\_\_\_ Main Contact Signature

