



# Contract for Custom Wedding Stationery

## General Information

Thank you for choosing **Totally CG** to design your Wedding Stationery! Below you will find the details of your Contract. Please feel free to contact me with any questions. Also, find attached a worksheet for you to supply the details for your Wedding Stationery. Details can be your color scheme, theme, pictures of inspiration, bridesmaid dresses, other stationery, inspiration boards, etc..

During our first meeting the goal is to develop an outline of what you envision as your Wedding Stationery. After the consultation please read, sign and return the contract so we can begin the designing process! Please note you will receive a copy of this contract for your records as well.

## Policies & FAQs

### PRODUCTION

Please allow 10-15 business days for order processing and print production after you have approved your proof. Please allow 2-4 days for Priority Mail shipping for domestic orders and 10-15 days for international orders. The estimated shipping time for international orders does not include any delays due to customs.

### RECOMMENDED TIMELINE FOR ORDERING

Save the Dates - We recommend you place your order about 2-3 months before you intend to send your Save the Dates out.

Wedding Invitations - We recommend you place your order 3-4 months before you intend to send your Wedding Invitations out. Keep in mind you should give your guests no less than 4-8 weeks to RSVP to your big day!

Ceremony Programs, Table Numbers, Menus, Seating Cards - We recommend you place your order 2 months before your wedding date.

Please let us know if you need to expedite your order because your wedding date is sooner than the recommended time.

### ADDITIONS OR CHANGES TO ORDER

Due to the custom nature of our products it is best to have all changes discussed before approving the final proof. If by chance a change needs to be made you must submit an email stating what changes will be made. If print production has already begun you may incur an additional cost which will be agreed upon by both parties via email.

If you wish to add to your order you may do this at anytime by submitting an email describing the addition. If a proof is needed it will follow the Proof Guidelines detailed below. Production of the added item will begin once full payment is received.

**\*\*Please note that any changes/additions made to your order may delay the delivery dates originally noted on your contract. Once changes/additions are approved you will receive a confirmation of delivery date even if it does not change.**

### INTERNATIONAL ORDERS

INTERNATIONAL ESTIMATED SHIPPING TIMES DO NOT TAKE INTO ACCOUNT DELAYS DUE TO CUSTOMS. PLEASE KEEP IN MIND ORDERS WILL NOT BE REPRINTED AND SHIPPED DUE TO CUSTOMS DELAYS UNTIL 4 WEEKS FOLLOWING THE SHIPMENT OF THE ORIGINAL ORDER. UPGRADED SHIPPING OPTIONS ARE AVAILABLE IF NEEDED.

## Pricing Guidelines

Once your proof is approved you will receive an electronic Invoice detailing costs for your order. We accept payments through PayPal and Money Orders from the United States Postal Service.

WE MUST RECEIVE PAYMENT IN FULL BEFORE YOUR ORDER IS PRINTED AND SHIPPED.

### PROOFS

You will be provided with a Digital Proof of your item for free.

You are also entitled to 2 Hard Copy Proofs at no charge to you. If additional Proofs are needed they will be provided at \$10 per additional Hard Copy Proof.

### CUSTOM ORDERS

All custom orders are shipped USPS Priority Mail with delivery confirmation. You will receive a tracking number once your order ships. We can expedite your order as well, for a modified shipping rate.

### DAMAGES

We are not responsible for any damages to your shipment after the item has been delivered. If you would like insurance added to your shipment please let us know and we will add insurance and bill you for the insurance fee.

### INTERNATIONAL ORDERS

Please contact us for international orders and shipping rates.

## Refunds & Exchanges

### ALL SAMPLES & CUSTOM ORDERS

No refunds or exchanges are given due to the custom nature of the stationery product.

### YOUR HAPPINESS GUARANTEED

Please inspect your order and NOTIFY us within 5 BUSINESS DAYS of delivery if you are unsatisfied with your order so we can quickly resolve the issue.

It is recommended you order a sample of the invitation/wedding stationery prior to ordering to ensure you like the paper quality and paper/ink colors. We cannot guarantee colors will match what is shown on your monitor due to differences in screen resolutions.

Please review proofs carefully before approving. Once they have been approved and go to print we may be unable to make any changes. If we make a mistake after your proof approval and printing we will quickly correct your order and ship them to you. If you make a mistake or need changes after proof approval and printing, please let us know and we will be happy to help you correct the mistake at a reduced charge. Please note the incorrect order must be returned to us for inventory purposes.

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Client Signature

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Date

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Totally CG Signature

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Date

## Design Worksheet

This is a worksheet to help you think through the design process. If you are stumped and don't know what to put down or are clueless as to what you want don't worry, I am here to help. You may participate as much or as little as you wish during the design process.

Stationery Items Needed	Estimated Number Needed
Save the Dates	
Wedding Invitations (includes RSVPs & Envelopes)	
Ceremony Programs	
Seating Cards	
Table Numbers	
Menus	

Additional Pages Needed:

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Wedding Date : \_\_\_\_\_

Budget : \_\_\_\_\_

## Timeline

Stationery Item	Date you plan to Mail Out	Delivery Date

## Save the Date Details

Magnet - Postcard with Envelope - Digital Copy Only - Other

Wording/Other Details : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Invitation Information

Bride's Name : \_\_\_\_\_

Groom's Name : \_\_\_\_\_

Bride's Parents : \_\_\_\_\_

Groom's Parents : \_\_\_\_\_

Number of Guests : \_\_\_\_\_

Number of Invitations : \_\_\_\_\_ (Remember this is the number of households, not the number of guests.)

Cards Needed : Accommodation - Response Cards - Reception Cards - Direction Cards - Hotel Cards

Ceremony Site : \_\_\_\_\_

City, State : \_\_\_\_\_

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

Reception Site : \_\_\_\_\_

City, State : \_\_\_\_\_

Time of Cocktail Hour : \_\_\_\_\_ Time of Reception : \_\_\_\_\_

Will this be a Formal, Semi-Formal or Casual Event? \_\_\_\_\_

Have you decided on colors or a theme? Please describe. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type/Size of Invitation : \_\_\_\_\_

Color for Invitation : \_\_\_\_\_

Design of Invitation : \_\_\_\_\_



## Other Stationery Information

Details : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\* **Photography:** When using photos for your save the date it is important that the image is released by your photographer. All photos taken by a professional photographer are licensed to that photographer and copyrighted. I do not have the rights to reproduce any image without permission. I have a release form that your photographer can sign and send to me.