

## custom design contract

### here is what we will need to get started:

A completed order form which details the following:

Names, address and contact information.

Date and location of affair, along with invitation due date.

Wording for each component of your invitations/announcements.

- invitation text (wording, location, time, address)
- reply text (wording, reply by date and the address the reply cards will be going to)
- reception card text, if applicable (wording, time & location)
- return address for outer envelope
- any other wording you would like included for these or other components

Quantities for each component

A theme or color palette, if one exists, that you will be using for your event. Any ideas you have in mind for your custom invitations including paper, ink colors, fonts and embellishments.

### contract, deposits and payment

Upon your approval of the estimate, a 25% deposit will be due to begin work. Once your custom design is approved, 50% of the total order will be due. When the completed project is delivered, the remaining 25% of your total, plus any applicable taxes (5% for MD residents) will be due.

### final approval and proofreading

Before giving final approval, please be sure to proofread everything closely. Gilah Press + Design will not be held responsible for any errors in text, dates, spelling, etc. Once you have signed off on the project you are assuming full responsibility and understand that any changes that may need to be made will be at your expense. An estimate for changes will be provided and you will be asked to sign off on that estimate.

### design revisions

Three rounds of design revisions are included in the cost quoted to you. Please be sure to gather all of your changes and ideas as completely as possible at each phase of the project. Major revisions beyond the third round will be subject to additional fees. We will notify you if any additional costs will be added before the work is done. You will be provided with a new estimate and asked to sign off on the estimate.

### press date, final payment and shipping

When we receive your final approval signature, we will schedule your press date. Please allow four weeks for delivery from this date. Rush orders are available at an additional charge. Please let us know if you have a quick deadline or special needs. Final payment is due upon delivery of your project. If you are unable to pick up your invitations shipping terms can be arranged. Please note that if you plan to pay by check, we will not ship your invitations until your check arrives in the mail and has cleared. Shipping costs are not included in your estimate.

### cancellation policy

If for any reason you should need to cancel your order before approval of your custom design, a cancellation fee of up to 20% may be imposed. If you should cancel after giving final approval, an additional 20% per week cancellation fee will be imposed, plus the cost of any materials that cannot be returned.

I have read and agree to the above contract.

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_