

## invitation designer contract

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

Adobe Illustrator files with Pantone colors specified and outlines created for all fonts. If you are unable to provide us with an Illustrator file, please be sure to discuss that with us so that we can troubleshoot any potential file format issues. If you are including any scans in your artwork, please be sure to discuss the requirements with us first.

Quantities for each component

A signed contract and 50% deposit.

**contract, deposits and payment**

When you hand your files off to us, a 50% deposit will be due to begin work. When the completed project is delivered, the remaining 50% of your total, plus any applicable taxes (6% for MD residents) will be due.

**certified originality**

By deciding to work directly with us on your invitations, you are responsible for seeing to it that the design you are providing us with is your own and does not resemble any invitations that are available on the retail market through any other letterpress or invitation designers. You shall indemnify Gilah Press + Design against all claims and expenses, including attorney fees, due to any actions taken against you for copyright infringements. When you sign this contract, you are certifying that the designs you are providing us with are your own original concepts.

**revisions**

Gilah Press + Design will not be held responsible for any errors in text, dates, spelling, etc. Once you have sent your files to us, you are assuming full responsibility and understand that any changes that may need to be made will be at your own expense. An estimate for changes will be provided and you will be asked to sign off on that estimate.

**press date, final payment and shipping**

When we receive your final files, 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 once you have handed off your final artwork, we will assess the materials that have been ordered and you will be charged in full for any materials that can not be returned, plus shipping and handling costs. If we have begun printing your job, you will be expected to pay your balance in full.

**I have read and agree to the above contract.**

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