

## 2011 Wedding Calligraphy Prices – Thistle Creek Studio

These rates are FOR EACH item.

Envelope (An envelope for any occasion, standard size, 3 lines plus zip)	\$3.00
Additional lines (Apartments, foreign country, extra names or titles)	\$1.00 each
Inner Envelope (1 – 2 lines of text, zip code is not counted as an extra line)	\$2.00
Wedding Set (Outer Envelope & Inner Envelope, no return address)	\$3.50
Wedding Set with a return address (Outer Envelope & Inner Envelope)	\$7.00
Thank-you envelopes with return address	\$5.50
Response Envelope	\$2.50
Place card with table number (1 line with optional table number)	\$1.50
Escort Card (Single sided with envelope)	\$2.00
Escort Card (Tent folded, calligraphy both sides, with envelope)	\$3.00
Simple Table Name / Table Number cards	\$5.00 and up
Flourished Table Name or Number card (Double-sided and elaborate)	\$8.00 and up

### - - EXTRAS - -

DARK or COLORED paper, extra fee (Envelopes or other paper that is colored requires extra time to complete)	\$1.00 extra each item
White ink or metallic pen on dark cards	\$1.00 extra each item
Colored ink	\$1.00 extra each item

Block Embossing	*not available
Extreme-flourished lettering	\$8.00 and up
Additional accents (birds, flowers, flourishes)	\$8.00 and up
Fancy, custom, or oversized envelopes (Size A9, presentation or larger envelopes)	\$8.00 and up
Certificate Fill-In (Name or name and date only)	\$5.00
Certificate creation	\$40.00 per hour
Extra samples for a custom job	\$5.00 each, plus shipping
Hourly Rate	\$40.00
Poetry, bible verse, custom design	\$40.00 per hour
Short Poems or short vows, quotes	\$40.00 per hour
Family Tree (Fill-in job only, price varies by number of generations)	\$150.00 and up
Family Tree (Custom watercolor or drawn tree, names, additional dates or flourishes)	\$250.00 and up
Envelope Stuffing	*not available
Wedding invitation (Design and production fee for camera-ready art)	\$40.00 per hour
Monogram (Design and production fee for camera-ready art)	\$40.00 per hour
Direction Card (Design and production fee for camera-ready art)	\$40.00 per hour
Information card or Reception Card (Design and production fee for camera-ready art)	\$40.00 per hour
Menu	\$40.00 per hour

(Design and production fee for camera-ready art)

Address Stamp \$40.00 per hour  
(Design for camera-ready art to be converted to a rubber stamp)

**- - Other Invoiced Costs - -**

**MATERIALS**

I am happy to help make recommendations about where to find interesting designs and quality paper for your project or event.

It is the client's job to purchase and supply the paper, invitations or other materials. Please send me a sample to test before we sign a contract, or before you go out and buy it bulk. Not all paper is suitable for pointed pen calligraphy.

After I test it and let you know if the paper will work, be sure to order 20% extra. This allows for errors on my part, additions to your list or last minute changes. It will save you from paying rush fees for shipping or ordering more paper right before a big event!

I do return any unused paper and left over materials to my clients.

**TIME**

I prefer to have 2-4 weeks time to finish each job. Larger jobs (200 or more) require more time.

For private parties, custom jobs, camera-ready art, etc., I prefer to get everything back to you within ten days of your event to ensure that last-minute changes or additions can be accommodated.

If you are considering my calligraphy for a large event (more than 250 people), please take into consideration at least a six-week time slot so that you do not have to pay any rush fees.

**SAMPLES**

I am happy to send you a custom sample for the job you are considering. Once I have a paper sample I will write in the hand(s), and ink(s) that you are interested in. I can also scan and send you JPEgs or PDF's for you to see work more immediately, free of charge.

Additional samples cost \$5.00, plus the cost of shipping.

## **PROVIDING LISTS**

The client is responsible for making all decisions about abbreviating, punctuation, spelling, and capitalization. How you type the list and address it is exactly how I will write out what you request. I ask all my clients to alphabetize and number their lists. If you want your addresses centered, please center the list.

## **RUSH JOBS**

Rush jobs are extra! I increase my fees about 40% depending on the size and scope of what is needed. If you need a 7-day or less turn-around time you can generally expect to pay double. I use FedEx envelopes and over-night service to deliver what you need as quickly as possible. Clients pay for all shipping.

## **SHIPPING**

Clients pay for all shipping to or from my studio.

I use the best shipping rates I can find and charge you ONLY for the packing materials and shipping. There is no additional time or 'handling' fee accrued on my part. I use FedEx for rushed over-night jobs, and UPS for most other services.

\*If you live in the Napa Valley Area (Napa, Yountville, St. Helena, Calistoga, Angwin, American Canyon, Vallejo) we can make pick-up and drop-off arrangements.

\*If you live anywhere else in the San Francisco Bay Area and beyond, regular shipping charges apply.

## **Cancellation fee**

I do not charge a cancellation fee. Any job cancelled before 30 days of the start date I will fully refund the deposit fee.

## **Refunds**

I don't provide deposit refunds after the negotiated start date spelled out in your contract, typically six weeks before your event date.

I will fully refund the deposit for any job cancelled before the start date.

## **Contract**

I require a signed contract before I start any job. After we have negotiated prices and discussed the size and scope of your job, I will send you a preliminary invoice and a contract to be signed and returned prior to the start date of your job. Work cannot begin until there is a signed contract.

## **Payment**

A deposit of 50% is required at the start of each job.  
Final payment is due upon completion of each job.

Debit and credit cards are accepted through PayPal. You do not need a PayPal account to use this feature. I will send you an email with a PayPal link and instructions to follow to make your payment that way.

I do accept cashier checks, money orders and personal checks made out to **Thistle Creek Studio**.