



Date: January 4, 2016

To: Paige Cantrell

| Designer | Job | Payment Terms | Deposit Due |
|-------------------|---------------------|----------------------|-------------|
| Victoria Rothwell | Bespoke Invitations | deposit of \$2021.00 | 9/15/15 |

| Quantity | Description | Notes | Cost |
|--------------|---|-------|--------------------|
| 150.00 | save the date - 220lb paper, artwork, calligraphy and lettering as needed, flat printed artwork lettering, artwork for reverse printing | | \$ 1,050.00 |
| 150.00 | invitation - 220lb paper, artwork & calligraphy as needed, flat printed artwork lettering, artwork for reverse printing | | \$ 1,070.00 |
| 150.00 | rsvp card - 220lb paper, artwork & calligraphy as needed, flat printed artwork lettering, artwork for reverse printing | | 865.00 |
| 150.00 | information card - 220lb paper, artwork & calligraphy as needed, flat printed artwork lettering, artwork for reverse printing | | 595.00 |
| 150.00 | envelope liners, envelopes for save the dates, reply card, invitation main envelope | | 465.00 |
| 150.00 | calligraphy addressing for invitations | | 450.00 |
| 150.00 | custom return address stamp in matching calligraphy or font | | 55.00 |
| 200.00 | single page flat programs, flat printed in coordinating calligraphy/font and artwork | | 585.00 |
| 175.00 | place cards, tall folded with flat printed matching artwork | | 437.50 |
| 175.00 | calligraphy for place cards, matching calligraphy style and custom mixed ink | | 350.00 |
| 175.00 | menu cards - 220lb paper, artwork and calligraphy as needed, flat printed artwork and lettering, artwork reverse printing | | 1,225.00 |
| 175.00 | calligraphy for guest names on top of menus, serving as place cards | | 350.00 |
| 22.00 | table numbers - 220lb paper, artwork printed front with artwork backer, calligraphed numbers | | 154.00 |
| 50.00 | rehearsal dinner inserts - 220lb paper, artwork & calligraphy as needed, flat printed artwork lettering, artwork for reverse printing | | 480.00 |
| Subtotal | | | \$ 8,131.50 |
| Sales Tax 8% | | | 650.52 |
| Deposit | | - | - |
| Total | | | \$ 8,782.02 |



SMALL PRINT

DESIGN STUDIO

We Moira Design Studio (hereafter referred to as MOIRA) will keep a credit card on file for you (CLIENT) – it can be used for deposits, scheduled payments, and balances. We will also use it if additional pieces are needed.

PAYMENT/ESTIMATES – CLIENT agrees to pay MOIRA in accordance with the terms specified in each proposal/invoice. All contracts will be required to pay 50% of the project cost before work can begin. Your initial deposit is due upon acceptance of this contract. We accept Visa, Master Card, or Discover credit cards. Please see the credit authorization form on the final page of this contract.

Billing will reflect the actual costs incurred. Valid for only 30 days from date on estimate. Client requested changes will be billed additionally. The client will be notified of any price changes and any remaining balance will be due at the time of completion. Likewise, save the dates, invitations and reception suits will all be billed separately and as separate projects due to the accumulation of details throughout the design process.

The next step in your order process will not begin without first receiving your acceptance of the contract and your contracted payment. If payment is delayed, continuation of your order will also be delayed. Unless otherwise specified, all subsequent balances due are payable upon the completion of your project. Final payment is due PRIOR to the finished product being shipped to the client. If final payment is not received, your product WILL NOT be shipped until payment is received, regardless of your contracted mail or estimated completion date.

All shipping costs will be totaled onto your final invoice. If the CLIENTS product is needed quickly, the rush shipping fee will be reflected on the final invoice.

If there are any minor adjustments such as actual postage or number of envelopes addressed, your final payment will be adjusted. The difference resulting in any increase balance owed will be reflected in the amount of your final payment due.

Once a final quantity has been contracted and supplies have been ordered, that number is not subject to decrease. If the number drops, please contact us immediately. If supplies have already been ordered, you may be able to apply the dollar difference to additional pieces or to a future payment, depending on the nature of the project. If the nature of the project does not allow for this, you may forfeit the remaining difference.

OVER RUNS - The CLIENT will accept over runs that do not exceed 5% of the quantity ordered on all jobs. The DESIGNER will bill for actual quantity delivered within this tolerance. Within this 5% tolerance, no additional run fees will be applied, but the increase of quantity will be reflection on the final invoice. If additional pieces are needed above the contracted amount after bulk supplies have been ordered, a fee of 25% of the total of the additional pieces will be incurred. Please be sure to order as many as you think you will need. Any extra pieces will be shipped to the CLIENT at the completion of the project.

The design and assembly process can take 8-12 weeks from start to finish. Please give yourself and us ample time to complete your order, taking proofing and assembly time into consideration. Delay in approving your proof will result in delay of your order.

PROOFING - If at any time, the job changes to an extent that substantially alters the specifications as described in the original estimate, we will submit a proposal revision memo to you and a revised fee will be agreed upon by both the CLIENT and Moira Design Studio before we will move forward with the project.

Custom designs includes unlimited rounds of proofing and changes. Collection pieces are accompanied with 4 rounds of proofing. Please note that the more rounds it takes, the longer your completion date will be pushed back. Please aim to make your proofing changes in under 4 rounds, or your mail date will have to move back by 1 week or more for each round. We estimate the completion time of each project and base our own workflow on that average. If proofs or information is not turned around in a timely fashion, your workflow may be subject to interruption by other standing projects.

It is extremely important that you thoroughly check your proofs for correct times, dates, and spelling of all words, including names and places, in addition to the design elements. Once final approval for the Final Proof is received, you are giving Moira Design Studio the permission to print all pieces as they appear on your Final Proof. Once approved, no changes can be made and Moira Design Studio will not be held responsible for any errors found after your approval.

CALLIGRAPHY - the nature of hand addressed envelopes will vary from that of printed addresses. Each address will vary depending on the letters, length of names, street names, city and state lengths and visually appear different from one another when compared. Addresses will 4-5 lines of text will look different from those with fewer. Please have this expectation set when ordering hand calligraphy. Each envelope is a single work of art, and must be appreciated as such.

CALLIGRAPHY AND THE POST - The post office reads envelopes electronically. Due to the nature of calligraphy, some addresses or calligraphy styles will be more or less difficult to read when put through the USPS, as is the nature with any hand written address. Any address that can not be read by machine will likely be hand inspected. If the address still can not be delivered, it will be returned to the address of the return. MOIRA is NOT responsible for resending, reprinting or reimbursing for invitations or addresses that do not make it to their intended address. As with any mass mailing, you are likely to have 1-3% of your pieces be undeliverable. Please check your address list carefully to ensure all your addresses are correct to minimize this effect. You may wish to order an additional 3% of your pieces to ensure additional pieces are available if needed for remaining.

If MOIRA is addressing and posting your pieces, we guarantee that each address you provide us with goes into the mail. Any mail not received by it's intended recipient is NOT under the liability of MOIRA. If any pieces need to be remailed, you may either mail the piece yourself from the excess mailed back to you upon the completion of the project, or pay MOIRA to print, address and re-mail the additional pieces at the 25% reprinting fee.

ADDRESS LISTS - please see our specifications on preparing your address list. Your addresses will be written EXACTLY as they appear on your address list. We will not make etiquette or spelling corrections. If you would like us to prepare your list for calligraphy, a \$125 fee will be added onto your final invoice. Please deliver the address list in a Word document. Further details for calligraphy address lists can be seen below.

SIGNATURES

This agreement and payment schedule is made effective _____ (date signed by client) by and between CLIENT and Moira Design Studio for the purpose design as stated in this agreement. Please print, sign, and return this contract. For clients accepting via e-mail us with the following verbiage:

I (client name), agree to all terms and conditions contained in this contract and authorize Moira Design Studio to begin work on this contract as well as to collect payment for the services as described therein.

By Client:

Print: _____

Sign: _____



invitation questionnaire

BRIDES FULL NAME
GROOMS FULL NAME
BRIDES PARENTS NAMES
STEP PARENTS NAMES
GROOMS PARENTS NAMES
STEP PARENTS

WHO IS HOSTING
FORMAL/INFORMAL
RELIGIOUS/NON-RELIGIOUS
DATE OF WEDDING
CEREMONY TIME
CEREMONY LOCATION
COCKTAIL TIME
RECEPTION TIME
RECEPTION LOCATION

R.S.V.P. DATE
ATTIRE
RETURN ADDRESS
R.S.V.P. ADDRESS
PROPOSED MAIL DATE

WEDDING COLORS
ADDITIONAL NOTES



ADDRESS FORMATTING FOR CALLIGRAPHY

In order to best serve your calligraphy needs, I ask for your address list to be formatted just so. This assists me in centering and minimizes mistakes. If your list is sent to me without being in the following format, it will be returned back to you for reformatting. The estimated time of completion of your project begins when your list is approved.

A fee of \$55 can be applied to list that need to be merged, formatted for mistakes or abbreviations.

Please have your list in a Word document, with no borders or columns. Each address should be grouped vertically with each portion of the address on a separate line (see examples).

Please have all abbreviations spelled out fully, including state names, street, road, number, avenue, and names, etc.

For married couples, please include only the man's name. I know this is very anti-feminist of me, but listing both the husband's and wife's name typically just doesn't fit on an envelope.

If you have specific etiquette questions regarding your list, feel free to ask!

EXAMPLES

Mr. and Mrs. Christopher Reese
1578 Parse Tree Lane
Number 8
La Jolla, California
92109

Ms. Angela Turner
and guest
235 34th Street North West
Seattle, Washington
89345

Mr. and Mrs. Oliver Nast
and family
8745 Clover Hill Drive East
Phoenix, Arizona
89023



CREDIT CARD AUTHORIZATION FORM

Every custom invitation or stationery order must be accompanied by a credit card to be held on file. The card will not be charged for scheduled payments unless this is chosen as your preferred method of payment. Your card will be charged for any non-payment or for additional pieces ordered last minute in order to complete your order on time.

Credit Card Authorization

Client name: _____

Credit card number: _____

Expiration date: _____

CID: _____

Name on card: _____

Billing address: _____

Statement:

I hereby give my permission to Moira Design Studio to charge applicable fees to my credit card for my invitation or stationery order. This transaction can take place without my presence.

Credit card holders signature: _____

Name as it appears on card: _____