



Calligraphy Services Policy

Thank you for choosing my calligraphy services to help make your invitations extra special. Please review the following policies:

Booking & Deposit

- A 50% non-refundable deposit is required to reserve your project on my calendar. The remaining balance is due upon completion.

Guest List & Envelope Submission

- Please provide your final guest list in an editable digital format (Excel or Word) exactly as you'd like names and addresses written.
- Client is responsible for supplying all envelopes plus 15-20% extras to allow for human error or ink issues.

Turnaround Time

- Standard turnaround for addressing is 2-3 weeks from receipt of guest list and envelopes. Rush orders (less than 2 weeks) are subject to a 25-50% rush fee.

Corrections & Revisions

- am happy to correct any errors on my part at no cost. Any changes to names or addresses after production has started will incur an additional fee.

Materials & Ink

- Standard pricing includes black ink on light-colored envelopes. Metallic, white, or custom ink colors may incur additional fees.

Shipping & Delivery

- Client is responsible for shipping costs (if applicable). Local pickup may be arranged by appointment.

Thank you for trusting me with your special occasion!