# FIRFIAND

NEW CLIENT PACKET

# HELPFUL TIMELINES

#### SAVE THE DATES:

USUALLY ARE DELIVERED TO YOUR GUESTS' BETWEEN SIX TO NINE MONTHS PRIOR TO YOUR EVENT.

#### FORMAL INVITATIONS:

USUALLY ARE DELIVERED TO YOUR GUESTS' BETWEEN TWO TO THREE MONTHS PRIOR TO YOUR

EVENT.

## WHEN TO START THE ORDERING PROCESS

SAVE THE DATES SHOULD BE ORDERED SIX WEEKS PRIOR TO WHEN YOU WOULD LIKE FOR THEM TO BE DELIVERED TO YOUR GUESTS.

FORMAL INVITATIONS WITHIN OUR COLLECTION SERIES SHOULD BE ORDERED EIGHT WEEKS PRIOR

TO WHEN YOU WOULD LIKE FOR THEM TO BE DELIVERED TO YOUR GUESTS.

CUSTOM WEDDING INVITATION ORDERS SHOULD BE PLACED TWELVE WEEKS PRIOR TO WHEN YOU

WOULD LIKE FOR THEM TO BE DELIVERED TO YOUR GUESTS.

\*PLEASE ALLOW EXTRA SHIPPING TIME FOR ORDERS OUTSIDE OF THE UNITED STATES

# THE LETTERPRESS PROCESS

- 1) SELECT YOUR COLLECTION
- 2) INQUIRE ABOUT THE COLLECTION YOU ARE INTERESTED IN
- 3) AFTER YOU INQUIRE, YOU WILL BE EMAILED A LINK TO COMPLETE OUR INVITATION +
  ANNOUNCEMENT INFORMATION FORM. THIS FORM IS TO GATHER THE NECESSARY INFORMATION TO
  COMPLETE A DIGITAL PROOF + AN ACCURATE PRICE GUIDE FOR YOUR ORDER.
- 4) BASED OFF OF YOUR INQUIRY AND THE INFORMATION GATHERED, WE WILL SEND YOU A ROUGH
- 5) TO BEGIN THE DESIGN PROCESS FOR YOUR PAPER GOODS AND TO BOOK OUR SERVICES, WE REQUIRE A NONREFUNDABLE DEPOSIT OF 10% OF YOUR ESTIMATED PROJECT TOTAL.

  THIS WILL SECURE YOUR RESERVATION ON OUR SCHEDULE, AND IT WILL BE DEDUCTED FROM YOUR REMAINING BALANCE.
- 6) WE WILL SEND YOU A DIGITAL PROOF OF YOUR PAPER GOODS TO MAKE SURE EVERY DETAIL IS
- 7) ONCE THE PROOF IS APPROVED, WE WILL SEND YOU A CONTRACT TO SIGN AND REQUEST PAYMENT AT THAT TIME
- 8) ONCE WE RECEIVE THE CONTRACT AND PAYMENT, WE WILL ORDER YOUR PLATE FOR OUR
  LETTERPRESS. AFTER YOUR PLATE IS ORDERED, THERE CANNOT BE ANY TEXT ADJUSTMENTS TO YOUR
  ORDER. IF YOU NEED TO MAKE CHANGES, ANOTHER PLATE WILL HAVE TO BE ORDERED,
  + THE CLIENT WILL BE RESPONSIBLE FOR A MINIMUM PLATE FEE OF \$60.
- 9) LAST AND FINAL STEP IS TO FULFILL YOUR ORDER, AND SHIP THEM OUT TO YOU TO BE DELIVERED

# LEVELS OF ASSEMBLY

Ι

# DECONSTRUCTED

CLIENT PREFERS TO ASSEMBLE EVERYTHING THEMSELVES.

IN THIS CASE, THE CLIENT WILL BE PROVIDED ALL OF THE

ACCESSORIES + COMPONENTS TO PUT THE

FINISHING TOUCHES ON THE ORDER. THIS DOES NOT INCLUDE POSTAGE, WAX SEALS,

OR ADDRESSING OUTER ENVELOPES.

\*THERE IS NOT A SEPERATE LABOR FEE FOR THIS OPTION.

II

# PARTIALLY ASSEMBLED

CLIENT PREFERS FOR US TO ASSEMBLE MOST OF THE ORDER.

COMPONENTS FULLY ASSEMBLED. THE CLIENT WILL ONLY BE RESPONSIBLE FOR

STUFFING THE FINISHED COMPONENTS IN THE OUTER ENVELOPE, SEALING IT, AND

PROVIDING THE POSTAGE. THIS DOES NOT INCLUDE POSTAGE, WAX SEALS,

OR ADDRESSING OUTER ENVELOPES.

\*THERE WILL BE A SEPERATE LABOR FEE FOR THIS OPTION.

# III

# **FULLY ASSEMBLED**

CLIENT PREFERS FOR US TO FULLY ASSEMBLE EVERYTHING.

IN THIS CASE, THE CLIENT WILL RECEIVE THEIR ORDER COMPLETELY SEALED

AND READY TO SHIP TO THEIR GUESTS. WE WILL COORDINATE A CALLIGRAPHER TO ADDRESS THE ENVELOPES,

SEAL ALL COMPONENTS WITH WAX SEALS, AND FULLY CURATE A POSTAGE DESIGN.

\*WITH THIS OPTION, THERE WILL BE SEPERATE FEE'S DESIGNATED FOR

LABOR, CALLIGRAPHY, WAX SEALS, AND POSTAGE

THAT WILL BE REFLECTED ON YOUR INVOICE.

## CUSTOM ORDERS

FULLY CUSTOM ORDERS ARE SUBJECT TO AN INITIAL DESIGN FEE STARTING AT \$500.00.

THIS FEE WILL BE DUE WITH THE DEPOSIT FOR US TO BEGIN DESIGNING YOUR ORDER.

YOUR ORDER WILL BE COMPLETELY CURATED WITH YOUR VENUE, COLOR PALATTE, AND

OVERALL DESIGN AESTHETIC FOR YOUR WEDDING IN MIND. YOUR FULLY CUSTOM ORDER WILL

BE A ONE-OF-A-KIND PIECE OF ART WITH EACH LETTERPRESSED ITEM CARRYING ITS OWN

UNIQUE TRAITS AND CHARACTERISTICS.

## **PHASES**

WE DESIGN ALL OF OUR PAPERGOODS IN 3 DIFFERENT PHASES FOR YOUR ORDER.

YOU'LL RECEIVE AN INVOICE FOR EACH PHASE. TYPICALLY THE PHASES ARE AS FOLLOWS,
BUT WE CAN CURATE IT TO YOUR INDIVIDUAL NEEDS.

PHASE I- SAVE THE DATES

PHASE II- FORMAL INVITATIONS

PHASE III- DAY OF PAPER GOODS.

# DEPOSIT

TO BEGIN THE DESIGN PROCESS FOR YOUR PAPER GOODS, WE REQUIRE A NONREFUNDABLE DEPOSIT OF 10% OF YOUR OVERALL ESTIMATED PROJECT TOTAL. FOR CUSTOM ORDERS, YOUR DEPOSIT WOULD START AT \$500 IN ADDITION TO 10% OF YOUR ESTIMATED PROJECT TOTAL. THIS WILL SECURE YOUR RESERVATION ON OUR SCHEDULE, AND IT WILL BE DEDUCTED FROM YOUR REMAINING BALANCE.

AFTER YOUR DEPOSIT HAS BEEN RECEIVED, WE WILL BEGIN WORKING ON YOUR DIGITAL
PROOFS. ONCE THE DESIGN HAS BEEN APPROVED BY YOU, WE WILL REQUEST PAYMENT AND
BEGIN WORKING ON YOUR PROJECT.

#### ADDITIONAL INFORMATION

PLEASE BE MINDFUL THAT WITH HANDMADE PAPER, RAW SILKS, AND BOTANICAL DYES,
NATURES PERFECT BLEMISHES MAY BE VISIBLE. ALSO, PLEASE NOTE THAT EACH
LETTERPRESSED ITEM CARRIES IT'S OWN UNIQUE TRAIT AND WILL SLIGHTLY
VARY FROM THE NEXT.

## ADDRESSING OUTER ENVELOPES

ALL OF OUR ENVELOPES ARE HANDMADE, AND DESIGNED FOR A CALLIGRAPHER TO ADDRESS THEM.

THIS IS BECAUSE DIGITAL PRINTERS ARE NOT INTENDED TO PRINT ON HANDMADE PAPER DUE TO

THE DECKLED EDGING, AND THE PAPERWEIGHT AND SIZING INCONSISTENCIES.

## OTHER OPTIONS FOR ADDRESSING OUTER ENVELOPES:

IF YOU DO NOT WANT A CALLIGRAPHER TO ADDRESS THEM, WE CAN PRINT THEM DIGITALLY FOR AN EXTRA FEE. THIS FEE INCLUDES THE LABOR TO DO IT AS WELL AS ORDERING A LARGER VOLUME OF ENVELOPES FOR PRINTING INCONSISTENCIES THAT COME WITH DIGITALLY PRINTING ON HANDMADE PAPER.

ANOTHER OPTION WOULD BE TO LETTERPRESS THEM. THIS IS A MORE EXPENSIVE OPTION DUE TO EACH INDIVIDUAL ADDRESS NEEDING IT'S OWN LETTERPRESS PLATE. WE WILL BE HAPPY TO PROVIDE AN ESTIMATED QUOTE IF YOU'RE INTERESTED.

## WAX SEALS

WE RECOMMEND THE COMPANY, ARTISAIRE, FOR OUR CLIENT'S WAX SEALS. THEY OFFER A VARIETY OF CUSTOM, SEMICUSTOM, AND MOTIFS TO CHOSE FROM, AS WELL AS, PREMADE SEALS (WE USE THESE FOR MORE MODERN WEDDINGS) AND TRADITIONAL WAX SEAL STAMPS (WE USE THESE FOR MORE ROMANTIC/ WHIMSICAL WEDDINGS). A SEPARATE DESIGN FEE WILL BE INCLUDED FOR CUSTOM WAX SEAL DESIGNS.

YOU CAN VISIT THEIR WEBSITE AT:

HTTPS://ARTISAIRE.COM

## POSTAGE

THE COST OF POSTAGE ON OUR SUITES VARY. PLEASE KEEP IN MIND THAT THE THICKER PAPER OR HEAVIER MATERIALS MAY INCREASE YOUR POSTAGE COSTS TO YOUR GUESTS. TYPICALLY 2 TO 3 FOREVER STAMPS ARE SUFFICIENT FOR SAVE THE DATES AND FORMAL INVITATIONS WITHIN THE UNITED STATES. DEPENDING ON YOUR CHOSEN LEVEL OF ASSEMBLY, WE CAN CURATE POSTAGE DESIGNS FOR YOUR PROJECT.