

## Getting started

Congratulations on your upcoming wedding!

The creation of your wedding invitations starts with an initial consultation, we can do this either over the phone or if you are Boise, Idaho we can schedule an in person consultation. During the consultation we discuss your wedding, your likes and your dislikes. Soon after your consultation we will send you a project agreement. Once the contract has been reviewed and approved, please sign and return it along with the 50% deposit. The design process begins when we receive your deposit.

Proofs will be emailed to you in color pdf format or gif. You will receive 2-3 invitation designs for you to review. After we receive your revisions we will email you your final proof. Once you sign off on the final proof (by faxing the signed proofs). Any changes after these two rounds will be additional (typically \$50-85 depending on the changes).

Turn around time varies depending on the complexity and size of project, typical turn around time for custom letterpress invites is three to five weeks, rush orders can be arranged if our schedule permits at an additional cost.

The final balance is due before we begin printing your invites. Along with letterpress printing we also offer digital and offset printing.

## What we will need from you

Please e-mail us the wording for each piece of stationery, including the return addresses for each envelope you would like printed. We will also need to know what colors you would like for each piece. Any typefaces, motifs or other ideas you would like us to incorporate.

If you would like us to match a custom color, please send us a sample of the color (this could be ribbon, fabric, paper, etc.)

## Stationery items to consider:

Save-the-dates

Invitations

Menus

Maps

Rehearsal dinner invitations

Envelopes

Table numbers

Thank you cards

Coasters

Favor tags

Cocktail napkins

And more!



## Quantities

We can do any quantity you need, but we strongly recommend you order a few extra invitations, ordering additional pieces initially is always more cost effective than ordering more later.

We include an extra 15 envelopes, if you would like more than that please let us know at the time of ordering.

## Envelope printing

We can also print return addresses on your envelopes (along with a coordinating design if you like). We can print on the flap, on the back or on the front of the envelope.

If you would like your printed envelopes to be printed in advance and sent ahead of the invitation so you can address them in advance please let us know at the time of ordering, there is a \$35 charge for advance envelope printing.

## Proofing

It is very important that you review your proofs very carefully, once the final proof is approved, Angela R. Stewart Design, Inc. is not responsible for any errors. All errors including spelling, layout, etc. will be the full responsibility of the client. If you choose to reprint due to any error you are responsible for the full cost of the reprint, including labor, materials and shipping.

## Pricing

Letterpress pricing is based on quantities, number of colors and passes thru the press, paper, and the sizes of the invites and envelopes. Have a budget to stick to? Let us know we can help to see what we can do to make your dream invites happen!



## Shipping & pickup

We offer free pickup in Boise, Idaho. We ship everywhere! All shipping charges are the responsibility of the client. We do our best to keep shipping costs down. Have a shipping account? We can ship your order with your account and save you money!

## Fonts & imagery

We have a large selection of fonts for you to choose from. We also have quite a few motifs and icons. You can also choose to customize one of our signature designs. Or we can design something completely custom for you!

## Sustainable & green

We use recycled papers, many of which are tree free all cotton papers (produced from leftovers from the garment industry.) We use very little ink and do our best be as sustainable and green as we can.

## Favors & other wedding necessities

We can also help you with your wedding favors, including tags, labels, boxes, bags, jars, cans, ect. We can help you dream up that perfect favor or add that perfect touch to any item!

## About letterpress

Letterpress is very classic style of printing, it works well with all styles of weddings. It also allows for printing smaller quantities and printing on heavy materials. We use metal plates, and metal & wood type to actually make an impression in the paper. We print all the letterpress items in house on our vintage 1920's Chandler & Price Letterpress.



# Letterpress Wedding Stationery Request Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred contact method: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



**Want to see some more design ideas?**

Call or email us we can email you some wedding invite design ideas.

## I'm interested in:

- Save-the-dates
- Invitations
- Menus
- Maps
- Rehearsal dinner invitations
- Envelopes
- Table numbers
- Thank you cards
- Coasters
- Favor tags
- Cocktail napkins
- \_\_\_\_\_
- \_\_\_\_\_

## About your wedding:

date: \_\_\_\_\_

location: \_\_\_\_\_

colors: \_\_\_\_\_

flowers: \_\_\_\_\_

other decor or theme concepts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated quantities: \_\_\_\_\_

## How did you hear about us?

\_\_\_\_\_  
\_\_\_\_\_

Please return this form to us via email ([info@angelarstewarddesign.com](mailto:info@angelarstewarddesign.com)) or fax (866-556-6629) or simply call us 208.433.8481

