



## STATIONARY CONTRACT

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This agreement made between \_\_\_\_\_ and Sarah Dulle Designs on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. This agreement is considered valid binding whether in original, scanned, photographic or copy format. I have read the terms and conditions and hereby agree to such terms and conditions.

## CONTACT INFORMATION

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

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

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

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

## DETAILS

Wedding Date: \_\_\_\_\_

Ceremony Start Time: \_\_\_\_\_

Ceremony Name & Address: \_\_\_\_\_

Reception Name & Address: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Number of Invitations: \_\_\_\_\_

Do you want extra Invitations for keepsakes or pictures? If so, how many? \_\_\_\_\_

## PROOFING

IT IS YOUR RESPONSIBILITY TO CAREFULLY REVIEW YOUR PROOFS FOR ANY ERROR. THAT INCLUDES: SPELLING, LAYOUT, WEBSITE URLS, PHONE NUMBERS, DIRECTIONS, ETC. ONCE YOU GIVE YOUR FINAL APPROVAL ANY ERRORS ARE CORRECTED AT YOUR EXPENSE.

## QUANTITIES

MINIMUM QUANTITIES YOU CAN ORDER IS 25. IT IS RECOMMENDED THAT YOU ORDER A MINIMUM OF 10 EXTRA FOR KEEPSAKES AND ANY LAST MINUTE GUESTS.

## TIMELINE

A TIMELINE IS PROVIDED ON SDD WEBSITE. SDD WILL STRIVE TO WORK WITHIN TIMELINES, BUT IT IS IMPORTANT FOR THE CLIENT TO ALSO COOPERATE IN A TIMELY MANNER. SDD WILL NOT BE RESPONSIBLE FOR NOT MEETING DEADLINES DUE TO DELAYED CLIENT ACTION OR RESPONSE. SDD OUTSOURCES PAPER + PRINTING SO PLEASE ALLOW 10 BUSINESS DAYS FOR PRINTING & SHIPPING ONCE THE ORDER IS PLACED.

## PRICING

SARAH DULLE DESIGNS RESERVES THE RIGHT TO CHANGE PRICES WITHOUT NOTICE. PRICING CHANGES MAY BE AFFECTED BY AN INCREASE OR DECREASE IN SUPPLIER, SERVICE AND/OR PRODUCTION COSTS. QUOTES AND ESTIMATES ARE VALID FOR 30 DAYS.

## DESIGN PROPERTY

ALL DESIGNS AND CONCEPTS ARE PROPERTY OF SDD. SDD RETAINS ALL RIGHTS TO USE THE PRELIMINARY AND COMPLETED DESIGNS FOR THE PURPOSE OF DISPLAY OR FOR OTHER CLIENTS, UPON REQUEST. SDD HAS THE RIGHT TO SHARE ALL DESIGN WORK ON SOCIAL MEDIA, UNLESS UPON REQUEST.

## RUSH ORDERS

ORDERS MAY BE CONSIDERED RUSH IF THEY ARE NEEDED WITHIN A 5 WEEK TURNAROUND. RUSH ORDERS ARE ACCEPTED DEPENDING ON AVAILABILITY AND THE REQUIREMENTS OF THE PROJECT. RUSH ORDERS WILL ADD A CHARGE OF 25% TO YOUR ORDER TOTAL. 50% OF THE TOTAL IS DUE DAY OF ORDER & FINAL PAYMENT IS DUE AFTER CLIENT RECEIVES INVITATIONS. IT CAN TAKE UP TO 10 BUSINESS DAYS TO PRINT & SHIP. OVERNIGHT SHIPPING IS AVAILABLE.

## RETURNS & CANCELLATIONS

IF THERE IS A NEED TO CANCEL YOUR ORDER, PLEASE LET SDD KNOW RIGHT AWAY. IF YOUR FINAL APPROVAL HAS BEEN RECEIVED AND YOUR PROJECT HAS GONE INTO PRODUCTION, YOU ARE RESPONSIBLE FOR ANY MATERIALS THAT HAVE BEEN PURCHASED. IF YOUR PROJECT HAS GONE INTO THE PRODUCTION PROCESS YOU ARE RESPONSIBLE FOR THE ENTIRE AMOUNT AS STATED IN YOUR CONTRACT. BECAUSE OF THE PERSONALIZATION OF CUSTOM STATIONERY, ORDERS ARE NON-REFUNDABLE, WITHOUT EXCEPTION. EVERY EFFORT IS MADE TO ASSURE YOUR SATISFACTION. IF THERE IS AN ERROR ON THE PART OF SDD, WE WILL DO OUR BEST TO CORRECT THE PROBLEM.

## DELIVERY

ALL SHIPPING WILL BE ASSUMED BY THE CLIENT. SDD IS NOT RESPONSIBLE FOR ANY DAMAGES INCURRED DURING SHIPPING AND/OR MAILING OR INVITATIONS THAT ARE NOT DELIVERED. ANY SHIPPING CHARGES WILL BE ADDED TO YOUR FINAL INVOICE. CLIENTS MUST PICK UP INVITATIONS FROM SDD. ARRANGE PICKUP TIME WITH SARAH.

## POST OFFICE

INVITATIONS OCCASIONALLY INCUR ADDITIONAL POSTAGE BECAUSE OF THEIR WEIGHT, OR DUE TO THE SHAPE OF THE FINISHED PIECE. SDD IS NOT RESPONSIBLE FOR INVITATIONS OR STATIONERY THAT IS LOST IN THE MAIL OR IS DESTROYED THROUGH THE MAILING PROCESS. SDD CAN PURCHASE STAMPS UPON REQUEST.

## DEPOSIT & PAYMENT

THE DEPOSIT FOR EACH PROJECT (SAVE THE DATES, INVITATIONS, THANK YOU'S ETC.) IS 50% OF THE ENTIRE ORDER. THE DEPOSIT IS DUE AT THE TIME OF YOUR ORDER. ORDER WILL NOT BEGIN WITHOUT THE DEPOSIT. THE DEPOSIT WILL BE APPLIED TO THE TOTAL AMOUNT DUE FOR THE WEDDING INVITATIONS/OTHER PRODUCTS. THE DEPOSIT IS NON-REFUNDABLE. THE REMAINING BALANCE MUST BE PAID IN FULL ONCE CLIENT RECEIVES INVITATIONS.

CHECK: SARAH SCHMITT - 1737 FRIARTUCK LANE CINTI, OH 45230

VENMO:



Sarah Schmitt  
@Sarah-Dulle



venmo

## ORDER CHANGES, EDITS, & CONSULTATION

ALL CHANGES ONCE THE ORDER HAS BEEN PLACED WILL BE AN EXTRA CHARGE AND CAN TAKE AN ADDITIONAL 10 BUSINESS DAYS. FOUR ROUNDS OF DESIGN CHANGES ARE INCLUDED IN EACH ITEM. ONCE WE REACH YOUR 5TH ROUND OF DESIGN CHANGES A FEE OF \$20 PER ADDITIONAL ROUND WILL BE APPLIED TO YOUR ORDER. YOU ARE ALLOWED 1 FREE CONSULTATION, ANY ADDITIONAL MEETINGS THAT ARE NEEDED WILL BE A FEE OF \$50/MEETING. IF YOU DECIDE TO BREAK THE CONTRACT AFTER DESIGN CONCEPTS HAVE BEEN PRODUCED YOU WILL BE CHARGED \$100.

# ADDITIONAL INFORMATION

Bride's Middle Name: \_\_\_\_\_

Groom's Middle Name: \_\_\_\_\_

Bride's Parents Names & Titles: \_\_\_\_\_

Include Groom's Parents:  Yes  No

Groom's Parents Names & Titles: \_\_\_\_\_

Traditional Wording:  Yes (option 1)  No (option 2 & 3)

1. MR. & MRS. MICHAEL DULLE  
REQUEST THE HONOR OF YOUR PRESENCE  
AT THE MARRIAGE OF THEIR DAUGHTER

2. TOGETHER WITH THEIR FAMILIES  
AMANDA + KYLE  
INVITE YOU TO THEIR WEDDING CELEBRATION

3. MR. & MRS. RON SCHMIDT AND  
MR. & MRS. JOHN WITTMANN  
REQUEST THE HONOR OF YOUR PRESENCE  
AT THE MARRIAGE OF THEIR CHILDREN

Date Preference:

1. SATURDAY, THE SECOND OF JUNE  
TWO THOUSAND NINETEEN

2. APRIL | 9 | 2022

3. FRIDAY, JULY 8, 2022

Include Hotel Information:  Yes  No

Hotel Phone Number, Address, Discount Code: \_\_\_\_\_

Include Cocktail Time:  Yes  No Time: \_\_\_\_\_

Include Wedding Website URL:  Yes  No

Include Parking or Transportation Information:  Yes  No

Include RSVP Card:  Yes  No

RSVP Date: \_\_\_\_\_

Include Meal Options on Card:  Yes  No

List Meal Options: \_\_\_\_\_

Include Dietary Restrictions/Vegetarian Option:  Yes  No

Do you want printed addresses on the Main Envelope & RSVP Envelope:  Yes  No

List Return Address for both Envelopes (include names & titles if wanted):

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

Do you want to assemble (additional cost if you answer no):  Yes  No

Do you want to purchase stamps:  Yes  No

# DESIGN AESTHETICS

Wedding Style: \_\_\_\_\_

Wedding Colors: \_\_\_\_\_

Wedding Jewelry - Gold or Silver: \_\_\_\_\_

Simple Borders or Flower Watercolors: \_\_\_\_\_

Custom watercolor or line art?  Yes  No If so, it will be an additional fee.

Examples: sketch/watercolor of church or reception hall, sketch/watercolor of a destination map

Please list below what you have in mind:

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## PRINTED ENVELOPES

If printed envelopes are included in your wedding stationary, Sarah Dulle Designs requires an excel spreadsheet in the below format. PLEASE follow this layout - don't forget to include titles with period marks and commas between city and state. The way you send the excel is exactly how it is printed. SDD will send the excel back if it is not in the format that is needed.

Name	Address	City, State	Zip
Mr. Kevin Schmidt & Ms. Lauren Mikhail	3562 Stone Creek Dr. Apt. F, Building 6	Cincinnati, OH	45209
Mr. Andy Schmidt & Ms. Paxton Walton	3562 Stone Creek Dr., Apt. F, Building 6	Cincinnati, OH	45209
Mr. & Mrs. Michael Dulle	7184 Lamplite Court	Cincinnati, OH	45244
Mr. & Mrs. Brien Dulle	1011 Holz Ave	Cincinnati, OH	45230
Mr. & Mrs. Peter Schmitt	1737 Friartuck Lane	Cincinnati, OH	45230
Ms. Kristen Dulle & Mr. Brian Massa	1179 Herschel Avenue, Apt 2	Cincinnati, OH	45208

Below are the only fonts options for envelopes:

SCRIPT FONTS		CALLIGRAPHY FONTS	
OLD SCRIPT	BICKHAM SCRIPT	STYLISH CALLIGRAPHY	ASTERISM
<i>Steve &amp; Carol Jones</i> 35 CENTRAL AVENUE MANCHESTER, NEW HAMPSHIRE 0 1 4 5 8	<i>Steve &amp; Carol Jones</i> 35 CENTRAL AVENUE MANCHESTER, NEW HAMPSHIRE 0 1 4 5 8	<i>Steve &amp; Carol Jones</i> 35 Central Avenue Manchester, New Hampshire 0 1 4 5 8	<i>Steve &amp; Carol Jones</i> 35 CENTRAL AVENUE MANCHESTER, NEW HAMPSHIRE 0 1 4 5 8
EDWARDIAN SCRIPT	NATURA	BOHO SANS	BOMBSHELL
<i>Steve &amp; Carol Jones</i> 35 Central Avenue Manchester, New Hampshire 0 1 4 5 8	<i>Steve &amp; Carol Jones</i> 35 CENTRAL AVENUE MANCHESTER, NEW HAMPSHIRE 0 1 4 5 8	STEVE & CAROL JONES 35 Central Avenue Manchester, New Hampshire 0 1 4 5 8	<i>Steve &amp; Carol Jones</i> 35 CENTRAL AVENUE MANCHESTER, NEW HAMPSHIRE 0 1 4 5 8
BLOCK FONTS			
BODONI	CENTURY GOTHIC	MRS. EAVES	
Steve & Carol Jones 35 Central Avenue Manchester, New Hampshire 0 1 4 5 8	Steve & Carol Jones 35 Central Avenue Manchester, New Hampshire 0 1 4 5 8	STEVE & CAROL JONES 35 CENTRAL AVENUE MANCHESTER, NEW HAMPSHIRE 0 1 4 5 8	

Which font would you like to use on envelopes:

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