

## BRANDING

Stylists in Stationery reserve the right to apply our details to our stationery designs. These will be discreet and used in a suitable way for each individual invitation.

## POSTAGE

All items posted will be sent pre 1 pm special delivery to be signed for, this can be to any address of your choice.

## WORDS OF ADVICE

Pocket Fold Invitations may require a large letter stamp – please check with the post office prior to posting.

## PROOF READING an ELEMENT IN ITSELF

Proof reading is an element in itself, and we recommend that you ask your parents or a close friend to look at the PDF prior to signing off, a fresh pair of eyes can pick up errors others have missed.

Things to check -

Names	..	RSVP Address	..
Church	..	RSVP Date	..
Venue	..	Telephone Numbers	..
Event Date	..	Email Addresses	..

When sending information, invitation wording, order of service words and guest names please ensure all punctuation and capital letters are correct , as changes later in the process could cause delay and unnecessary charges.

The initial design is sent in PDF format via email, we will make two sets of complimentary changes, after this changes are charged at £7:50 per PDF. Once the final proof has been approved a hard copy will be sent to you to sign off.

If you have any more queries which we haven't covered please don't hesitate to pick up the phone or drop us an email and we will clarify any questions.

[www.stylistsinstationery.com](http://www.stylistsinstationery.com)

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# FINER DETAILS 2019

## THANK YOU FOR CONSIDERING STYLISTS IN STATIONERY

We love to meet all our clients at least once during the design process, but in some cases due to distance this just isn't an option, therefore we are happy to work closely through email and telephone keeping clients informed every step of the way.

Choose from the full wedding collection or handpick the items you require, please browse the website for a small selection of our work, or if you have a bespoke idea individual to you – just ask.

Stylists in Stationery are happy to accept payment in stages during the process of your stationery order, we do however require payment for each stage prior to printing.

Save the Dates • Invitations • On the Day Stationery • Thank You Cards

## PAYMENT

Full payment is required by BACS before collection or dispatch.

## CONSULTATIONS

If you require a home consultation with Stylists in Stationery this carries a 0.40p per mile charge, which will be invoiced prior to the consultation.

## TOTALLY BESPOKE AND TOTALLY THEMED QUOTATIONS

Once the media has been chosen we will provide an accurate quotation, this is valid for 30 days from the date issued. Should you wish to use our services a £100 deposit will secure the quoted prices for a period of 12 months.

*(50% will be deducted from the day invitations and 50% from on the day stationery).*

## MINIMUM ORDER

Please note that all items of stationery carries a minimum order of 20 pieces.

## COMMUNICATION IS KEY

We understand that it may not always be easy to respond to an email immediately due to any commitments – however if communication is stalled for a long period of time this will affect the timings on the prepared timeline.

Happy to discuss your wedding stationery requirements in the evening or during a weekend - by pre arrangement.

## WITH RESPECT

If an excessive amount of time is used working on stationery designs and an order is not processed, these designs will be used as part of our portfolio. Costs incurred will be accessed on each eventuality.

## WHAT'S INCLUDED

Each invitation includes a coordinating 135 gsm envelope - 270gsm envelopes available - price on application.

## PAPER and PRINT

Slight variations in colour can occur in batches of paper and printing, therefore it is advisable to order all items of stationery required in each part of a collection together to avoid this. We advise to add between 5 - 10 invitations as extras with the original order. Small quantity print runs for extras are very expensive and will be invoiced accordingly.

## THURSDAY IS PRINT DAY

Printing for the week is sent each Thursday.

## PERSONALISATION

All information, guest names and addresses to be sent to us either as an Excel or Word document.

## COMPLAINTS

In the unlikely event of a discrepancy with your stationery, please inform us within 48 hours of receipt. From here we shall resolve the issue as soon as possible, with an agreement suitable to both parties.

## SOCIAL MEDIA

Discretion and privacy are utmost when working with our clients. Stylists in Stationery do not post any images of clients stationery social media sites until after an event and only then with the client's permission.

## COPYRIGHT

When Stylists in Stationery commission a venue's image, the artist retains the copyright and will take action at any copying or illegal use by any person's other than Stylists in Stationery.

Copyright of our designs remain the intellectual property of Stylists in Stationery.

Please be aware that it is the responsibility of the client to obtain permission for the use of any images, readings or lyrics provided to us in the design of stationery.