

CALLIGRAPHY

BY BIANCA MASCORRO



STYLES AND RATES

	OUTER ENVELOPE (3 LINES)	INNER ENVELOPE (1 LINE)	ADD'L LINE ON ENVELOPE	PLACE CARD	ESCORT CARD*	ADD'L NAME ON CARD
FLOURISHED COPPERPLATE	2.15	.70	.50	.90	1.15	.60
SPENCERIAN SCRIPT	2.15	.70	.50	.90	1.15	.60
COPPERPLATE SCRIPT	2.05	.70	.50	.90	1.15	.60
CASUAL SCRIPT	1.95	.70	.50	.90	1.15	.60
SHEILA SCRIPT	1.95	.70	.50	.90	1.15	.60
KARI SCRIPT	1.85	.60	.50	.80	.90	.50

* add \$0.25 if your tables are named rather than numbered

ENVELOPE ADDRESSING GUIDELINES

PLEASE READ THESE GUIDELINES THOROUGHLY SO THAT YOU UNDERSTAND ALL APPLICABLE CHARGES.

- Address lists must be sent in a single Word document with inner envelope lists sent as a second document (no PDFs, please)
- Addresses must be sent in address format, exactly as they'd appear on the envelope. Helpful hint- if you've inputted your addresses in Excel and have used separate columns for name, city, state, etc., the easiest way to get them into the right format is to use mail merge in Word. If you send your addresses in label format, please use the standard address label option (20 or 30 addresses per page).
- Spell out all abbreviations and use proper capitalization.
- If salutations are not specified (Mr./Mrs./Miss/Ms.) they will not be included. Proper format for married couples with the same last names is "Mr. and Mrs. John Doe". If you prefer to include the woman's name, proper etiquette is "Mrs. Jane Doe/and Mr. John Doe" (two lines, female first). Formats such as "Mr. John and Mrs. Jane Doe" will incur an additional \$.25/envelope charge. Married couples with different last names should read "Ms. Jane Doe/and Mr. John Smith" (two lines, female first).
- Children's names will be listed on the inner envelope only on a second line after the parents' names. If there is not an inner envelope, they will be listed on a second line on the outer envelope.
- Envelopes with liners or thick or colored envelopes that won't allow for a guide to show through will incur a \$.30 additional charge per envelope for preparation.

EXTRA LINES: Additional lines include anything over three lines on outer envelopes and one line on the inner envelope. Two full names will incur the same charge even if you list them on one line; they will be broken up into two lines.

SET-UP FEE: Requests for additional envelopes to be completed after delivery will incur a \$10 setup fee per group. This includes re-dos unless they are my error. If you think you might want a keepsake envelope, be sure to include that in the original list to avoid this fee.

MISSING ZIP CODES: There is a \$1 fee to look up each missing zip code.

FOREIGN ADDRESSES: Please make sure these are delivered in the proper format. If they are not, there is a \$1 fee to look it up. If you do not provide the proper format and disagree with the format delivered, the correction will be paid by you, including the set up fee. These are the guidelines used: <http://www.bitboost.com/ref/international-address-formats.html>

EXTRA ENVELOPES: It is very important to include at least 15% extra envelopes for errors to ensure that all of your addresses can be completed.

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ORDER FORM - REQUIRED TO BEGIN WORK

NAME _____

PHONE _____ **EMAIL** _____

SHIPPING ADDRESS _____

VALUE TO INSURE FOR RETURN SHIPMENT (optional) _____

SERVICES REQUESTED outer envelope inner envelope place/escort cards

DATE ITEMS ARE NEEDED BY _____ (rush orders will incur a \$75 fee. Turnaround time varies depending on time of booking; please discuss need-by date with Bianca if under two weeks)

PREFERRED CALLIGRAPHY STYLE _____

INK COLOR black brown blue white gold silver custom color

Specify color to match (Please note that here will be slight color variances): _____

Initial to indicate agreement of \$15 color matching charge _____

ADDRESS FORMAT centered staggered left justified other (specify below)

ZIP CODE on city/state line on line below city/state (no additional charge)

SPECIFIC INSTRUCTIONS (if requesting escort cards, specify where you'd like the table assignments written)

PAYMENT TYPE check PayPal credit card (you will be sent a PayPal invoice, but you do not need a PayPal account). An invoice will be sent when envelopes and addresses have been received, and full payment is required prior to delivery. Please include this form with the envelopes or other items to be calligraphed.

CLIENT SIGNATURE _____ **DATE** _____

By signing this form, the client acknowledges that he or she has read the Calligraphy Guidelines, understands the calligrapher's procedures and agrees to all additional fees that may apply.