



## Questions:

### How long is this going to take?

Plan to mail your invitations 6-8 weeks prior to the event. Plan to pick up your envelopes at least two weeks before that, so there is time to make additions and corrections.

Plan at least 10 business days of preparation for each 100 envelopes. If you begin 90 days prior to the event, your calligrapher's stress level will be much lower.

### What is the setup fee?

Lining templates will need to be created before the actual lettering can be done. A four-line address cannot be lettered with a three-line template, therefore additional templates must be made for each set of addresses.

Also, papers have different surfaces. The stock may require treatment before or after the lettering is complete.

Any other preparation, such as mixing colors or designing decorative additions, is also included in the setup fee.

### What about additions to the address list?

If you realize that you forgot to put a name on the original list and you have not picked up your envelopes yet, hand deliver the additional names, additional envelopes (don't forget to include an extra 10% to allow for calligrapher errors; you are working with a human being), and the appropriate deposit, and they will be added to the original list.

If you have already picked up your envelopes, there may be an additional setup fee. Corrections to the original list fall into this category.

## Other Things You May Need to Know:

If your stock is colored or opaque, each envelope needs lines drawn lightly on it before the lettering can be done. Then the lines must be erased carefully to avoid damage to the lettering. Translucent stock can be placed over a template, which saves a great deal of time.

Separate three, four, and five-line templates must be created regardless of the type of paper you use. So an assortment of templates for heavy paper is going to cost you much more than all three-line addresses on translucent paper.

Course paper is hard on pen nibs. Your calligrapher will need to purchase additional nibs for larger jobs. They aren't usually very expensive, but you need to know what you are paying for.

Textured paper or paper with an extra smooth finish may be more difficult to write on. Some paper has an almost waxy finish which will require treatment before it can be used. Paper with loose fibers may cause the ink to bleed and will need to be treated first as well. The samples you provide will allow your calligrapher to test for these things, and he or she will inform you of additional expenses before beginning the lettering.

Also, addresses lettered either flush left or with a staggered indent are fairly easy compared to centering. To center lettering, each line of each address must be written on a separate template and copied onto the envelope. Expect to spend at least twice as much for this format.

Colored inks, embellishments, water-proofing and so forth are time-consuming and will cost more.

It is strongly recommended that you have your return address printed on the envelopes before delivering them to the calligrapher. They can be done by hand, but the additional expense may be far more than you anticipated. And the Post Office prefers that your return address be on the front of the envelope; back flap addresses look nice but will take longer to deliver.

Proper titles and Postal regulations are your responsibility. Your calligrapher may have a guide; requesting a copy or a consultation may be a good idea.

What you want your invitations to look like and how much you plan to spend is up to you.



### When you pick up your envelopes:

Bring a check (or cash - it never bounces) for the total due. Your calligrapher may not permit you to collect your envelopes without it.

Take them home and check them over. Corrections are sometimes necessary. If the error is on your typed list (you misspelled a name or gave an incorrect address), corrections are considered additions and will be priced accordingly. If the error is on the part of the calligrapher, a corrected envelope should be provided at no additional charge.

Your calligrapher will need several things from you before she or he can begin work.

     **Date List:**

The date of the event, the date you plan to deliver the envelopes and addresses, and the date you intend to pick up the work. Transporting envelopes is your responsibility - only you may entrust them to the US Postal Service.

     **Samples:**

Samples of each kind of envelope you intend to use: the outer mailing envelope, the inner presentation envelope, and any other papers you will be including. These must be tested; the way ink and paint interact will affect the price of the work.

     **Address List:**

A typed and proofread list of the correct titles, names, and addresses, stacked as they will appear on the envelope, in no smaller than 12-pt text. Any corrections to this list will be considered additions and will be charged accordingly.

     **Overstock:**

An additional 10% overstock of each type of envelope or page you wish to have written on. This is a normal margin for error. You will not be charged for errors but your calligrapher will need an appropriate supply.

     **Contract:**

This is a statement of the details of what you want to have done, and what you need to do to ensure that the work meets your approval.

     **Deposit:**

The deposit payment is generally about half the anticipated price. This may or may not include setup fees. The deposit is not refundable.

**Notes:**

Calligrapher's Name: \_\_\_\_\_

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

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

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

Deposit Amount: \_\_\_\_\_

Date & Check #: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_

Additions and Corrections:

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Balance Due: \_\_\_\_\_



A Guide to  
**Calligraphy**  
for  
*Special Occasions*

