

Agreement for *Jessica Draper Calligraphy*

1297 McDole Drive
Sugar Grove, Illinois 60554
(312) 883-2859

Date:	Client Name:	Event Date:
Details:	Pricing:	Quote: Deposit: \$25, Due at booking

Summary:

Thank you so much for choosing Jessica Draper Calligraphy for your special event! This contract should answer any questions you may have, as well as lay out terms in case of any mishaps. I do my absolute best to make your order as smooth as possible, however if things do go wrong this contract ensures that you as the client, and I as the calligrapher know what to do.

Payment for Calligraphy Services:

Payment in the amount of \$_____ the amount set forth on the quote, is accepted upon order submission via Paypal/Check (checks can be made out to Jessica Draper Calligraphy). All payment is due prior to the start of writing due to the handwritten nature of my work. Deposit fees taken at the time of booking are non-refundable. If paying total amount at time of booking, no deposit is necessary.

Guest Lists:

Lists must be typed out and emailed to me via Microsoft Excel or Microsoft Word. Columns are to be organized as follows:

Name	Street Address	City	State	Zip Code
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Examples of how names should be formatted are:

1. Mr. and Mrs. Justin Myers
2. Justin and Jennifer Myers
3. The Myers Family

Single Guests

4. Mr. Justin Myers --If a guest is included this is indicated on the inner envelope, however if only outer envelopes are being used then "Mr. Justin Myers and Guest" would be appropriate.

If you need help with envelope etiquette, please feel free to ask me.

Additional Envelopes and Materials

Pen and ink calligraphy means inevitable errors. All jobs require 15-20% extra envelopes (so for a 150 envelope order, it would be 23-30 envelopes. If your order is less than 100 envelopes, then a minimum 15 extra envelopes are required. Failure to provide an adequate number of envelopes may result in delays to your order.

Textured Materials

Additional charges may apply to textured, handmade, or dark colored envelopes as they are more difficult to write on – these also require a longer turn around time.

Ink Colors

Standard ink color is black. A \$10 mixing fee will apply for custom ink colors. Ink colors other than black also are more time consuming, as they are more "finicky" to work with.

Additional Lines and Abbreviations

Often clients will format the list so that unmarried couples are both on the first line to avoid the additional line. This format is incorrect and more often than not, both names will not fit on the first line. I reserve the right to move any information down to the next line that I deem will not fit or will compromise the elegant appearance of the calligraphy at my discretion.

Please ensure there are no spelling errors or abbreviations in the list. Jessica Draper Calligraphy is not responsible for spelling errors in the submitted list and cannot be responsible for improperly formatted lists. Typically the only word I abbreviate is Number which will be abbreviated to "No." or "#" for townhouses, apartments, and condos unless you have indicated that you would like that on its own line, spelled out.

At this time I do NOT charge extra for extra lines.

Due Dates

Please keep in mind that all work is done by hand and there is no way to guarantee that orders will be completed on an exact date. I will make every attempt to have orders completed prior to the preferred date of completion and will notify you, the client, as soon as possible if the order is delayed. Please note my standard turnaround times (explained in the paragraph below). Turnaround does not start until the final list and envelopes are in hand, and any outstanding payment is paid.

Delivering, Shipping, Travel and Rush Orders

If you are local then you are more than welcome to drop off orders and envelopes to my house as well as pick up completed orders. In fact, I prefer that method! However, I understand the many things that come with planning an event and I am able to ship at your request. I always use shipping with tracking, most likely through USPS or UPS. If you would like next or 2nd day air shipping, please notify me. All shipping costs will be billed to the client, with the tracking information. If travel is required, a \$20 travel fee will be billed to the client for the first 25 miles. After that, I charge \$0.541/2 per mile, per the 2018 IRS standard mileage rates.

My usual turnaround time is about 2-3 weeks. If you want to book me with a job needing to be completed in less than that amount of time I add on a 50% rush order fee. This fee is for adding your order into my calendar and doing work outside of my normal business hours.

Extra Envelopes for Corrections

Once you receive your order, please look over envelopes and email corrections within 48 hours. Keep track of errors made by Jessica Draper Calligraphy and those made by you, the client. Any errors made by the client, or last minute add-ins will be billed directly to the client. Corrections will be sent to the client typically within 3-5 business days. I will keep extra envelopes until everything is finalized and can return them on request.

Natural Variation

All calligraphy work is done by hand. This means that each piece is unique, and spacing, size, centering (if requested), margins, color of ink, etc. may slightly vary. If the client wants a redo of an item because of personal preference in style or spacing, it can be done, at the expense of the client.

Social Media

Jessica Draper Calligraphy may post photos of daily work to social media at its discretion. Client and guests' personal information will not be shared, and any items showing specific details will not be posted until after the event date.

If you choose to post Jessica Draper Calligraphy's work on social media, please give credit (or "tag") to her work, @jessicadrapercalligraphy, #jessicadrapercalligraphy.

Ok. I think we're good.
Phew.

Signed By:

Client name: _____ Date: _____

Jessica Draper, Jessica Draper Calligraphy

_____ Date: _____