



# CAPTIVATING CALLIGRAPHY

## 2025 Pricing & Studio Policies

*All projects will be quoted on a per project basis due to the custom nature of each project.  
The rates below are provided as a guide. See Terms & Conditions listed below.*

Minimum order is \$200 | Rush Fee 40% of order total

### ENVELOPE ADDRESSING

Outer envelope	\$5.00ea
Inner envelope	\$4.25ea
Return address	\$3.50ea
RSVP Envelope	\$4.25ea

### WEDDING VOWS & LETTERS

Starts at \$450  
*(11in. x14in. paper)*  
Standard ink options:  
*black, white or gold*

\$25 fee for custom ink colors.  
*Please inquire for a custom quote*

### SPOT CALLIGRAPHY

\$1 per word  
(\$200 minimum)

### HAND ENGRAVING

*Fragrance Bottles, wine/liquor bottles  
& More*

Starts at \$75 up to 10 words  
*(\$5 per additional word)*

### DAY-OF CALLIGRAPHY

Place Cards:	<i>start at \$2.50ea</i>
Escort Cards:	<i>start at \$2.75ea</i>

### ON-SITE CALLIGRAPHY & ENGRAVING

Starts at \$200/hr (3hr. minimum)  
*\*travel fees may apply\**

### AVAILABLE ADD-ONS

Custom Ink	<i>\$25 flat fee</i>
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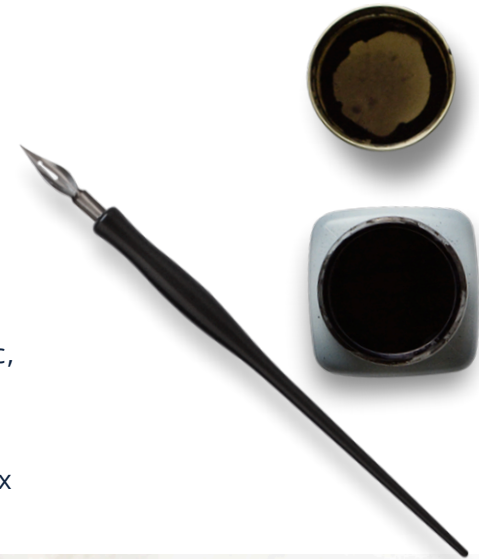
## *2025 Studio Policies*

### **PAYMENT & ORDER CANCELLATION**

- To book a project over \$500, a non-refundable 50% retainer of the total order amount is required. The remaining balance is due upon completion of the project, before the finished items are delivered. For orders of \$500 or less, full payment is due at the time of booking. If the project scope changes after the retainer is paid (e.g., an increase or decrease in the number of items), the remaining balance will be adjusted accordingly. However, if the scope is reduced below the original retainer amount, no refund will be issued. The remaining balance will also include any applicable shipping charges.
- By paying the retainer fee and signing the contract, both parties agree to the project start date, which is contingent upon the timely receipt of all necessary text and materials from the client.
- If the client cancels an order after the retainer fee has been accepted, the retainer fee is non-refundable. Additionally, the client is responsible for paying any work completed that exceeds the amount of the retainer.
- This studio has a minimum order fee of \$200. Any work added to an order after the project has been completed will be treated as a new project and will be subject to the minimum order fee and setup fees.

### **PAPER & MATERIALS**

- A 20% client-provided materials allowance is required for non-digitalized orders. For example, for 100 envelopes, the client must provide at least 120 blank envelopes. The same applies to place cards, tiles, note cards, and similar items. Any unused materials will be returned to the client upon project completion.
- This studio does not provide paper (such as envelopes or paper for custom quotes/poems) unless special arrangements are made. However, I am happy to offer guidance on paper types at no additional cost.
- All materials must be shipped at the client's expense, using a trackable shipping service, and received before the project start date.
- The paper type and color must be determined before an order is accepted. Papers with porous, metallic, or glossy surfaces may be problematic for calligraphy, so pre-approval is required. Any changes to the paper type or color after a price has been quoted may result in adjustments to the project cost.
- An additional fee may apply for the use of metallic ink, multiple ink colors in a single design, or complex flourishing.





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## **SUBMISSION OF TEXT & ADDRESS LISTS**

- Guest names and addresses must be submitted exactly as they should appear in calligraphy using the provided CC Address Template. This includes correct formal titles, capitalization, abbreviations, and punctuation. Failure to provide the list in the required format may result in an additional charge.
- It is the client's responsibility to proofread and finalize all text and guest lists before submitting them. Any changes or additions should be emailed immediately as a separate document. If rework is needed based on the new document, additional charges will apply.
- Any rework required due to typographical errors made by the studio will be completed promptly at no charge and shipped at the studio's expense.

## **SCHEDULING, RUSH ORDERS, & SHIPPING**

- Projects are scheduled to begin on specific dates. The retainer fee secures your project's start & end date, and all text and paper must be received on or before that date.
- Please allow 7-10 business days for envelope, place card, and escort card orders up to 100 pieces. Turnaround times for larger orders or very complex designs will be provided on a case-by-case basis.
- Clients are responsible for all shipping fees. Completed orders will be shipped using a trackable shipping service, and the shipping cost will be added as a line item to the final invoice.
- Rush orders incur an additional 40% charge. Orders with a turnaround of three (3) business days or less will incur an additional 50% charge.
- On-site jobs are subject to additional charges, including a per diem fee.

## **DESIGN CONSULTING & SAMPLES**

- This studio is happy to offer consultations on layout, design, ink color, paper, and other aesthetic considerations.
- Ideally, custom samples should be created using the same paper that will be used for the project to ensure the finished work matches the sample. If providing a paper sample is not feasible, clients should be aware that some variation between the sample and the final product may occur.





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## **DIGITILIZED CALLIGRAPHY (NON-COMMERCIAL)**

- Lettering for digital reproduction is created the traditional way: hand-lettered to order, then digitalized and exported for use in print or online.
- Digitized calligraphy is priced on a case-by-case basis, depending on the design's complexity. Prices include a digital proof for client approval and one (1) round of edits.
- Prices do not include printing.
- Digital designs are delivered as print-ready vectors and high-resolution .jpg files.
- The quoted prices for digital design assume personal (non-commercial) use. Designs intended for promotional or commercial purposes (e.g., company logos, book covers, advertisements) are priced separately. For commercial design pricing, please contact me with as many project details as possible.

## **OWNERSHIP RIGHTS**

All artwork, both proposed and completed, is the exclusive copyright of Captivating Calligraphy and may not be reproduced, distributed, or displayed without prior written permission. Please contact me for information about purchasing the copyright to an original artwork. If you wish to use the design I have created and/or the images within it for a different purpose or project than originally agreed upon, you must contact me to arrange the transfer of rights and any additional fees before proceeding. I also reserve the right to photograph or publish any work created for you for promotional and marketing purposes.

