

# Pricing

	Outer Envelope	Inner Envelope	2-line Return Address	Place Card
<b>Charlotte</b>	\$0.85	\$0.50	\$0.50	\$0.75
<b>Anne, Elizabeth</b>	\$1.00	\$0.50	\$0.50	\$0.75
<b>Monica</b>	\$1.00	\$0.50	\$0.60	\$0.75
<b>Veronica</b>	\$1.00	\$0.50	\$0.60	\$0.75
<b>Catherine</b>	\$1.20	\$0.60	\$0.60	\$0.75
<b>Diana</b>	\$1.25	\$0.75	\$0.75	\$0.75
<b>Regina</b>	\$1.50	\$0.75	\$0.75	\$0.75
<b>Her Grace</b>	\$2.50	\$1.25	\$1.25	\$0.90
<b>The Queen's Choice</b>	\$2.50	\$1.25	\$1.25	\$0.90

**PLEASE NOTE:**

**Addresses in excess of 3 lines will be charged \$0.10 per additional line.**

**The above pricing refers to traditional wedding invitation etiquette. For example: Mr. and Mrs. John Smith is considered traditional. Variations on such (Mr. John and Mrs. Jane Smith) will add an additional \$0.20 per envelope.**

**Once an order is complete, Queen's Hand Calligraphy will apply a surcharge of \$10.00 for additional names or corrections made on the part of the customer if the extra names do not equal \$10.00. No charge will be made for errors made by Queen's Hand Calligraphy.**

Please do not hesitate to inquire regarding questions of etiquette. We will be happy to help!

## **Policies and Procedures**

**Turnaround time:** We will begin your order upon receipt of your typed, complete final guest list and envelopes with at least 20 extra. All unused envelopes will be returned to you upon completion of the order—7-10 business days.

**Place card orders:** Generally speaking, the reception venue needs the place cards 2-3 days prior to the reception. Therefore, please allow us 7-10 days prior to that to complete your order.

**Payment:** Queen's Hand Calligraphy accepts PayPal, cash, checks and money orders. If shipping your order, a 50% deposit is due at the time of shipment with the remainder due at pick-up or within 30 days if your order is being shipped back to you.

- Checks may be made out to Queen's Hand Calligraphy, LLC
- A \$25 returned check fee will be assessed that is returned NSF by our bank

**Ink Colors:** Black is the color most often chosen because it is the most elegant. We also letter in blue, charcoal gray, gold and silver. If you have another color in mind, we often suggest you find the color you would like and we can work from there.

**Envelope texture:** If your envelopes are a texture other than matte or linen such as a shimmer, they will have a sheen to them and the inks will occasionally be a bit lighter. Should the ink get wet (sealing them, or if it is raining when they are being delivered by the post office), it may smear.

**Shipments:** Should you decide to ship your order to us, we recommend shipping via UPS Ground or FedEx Ground or USPS all of which will provide tracking numbers. We are always available to accept drop-off orders.

**Appointments:** Drop-off and Pick-up of orders are done by appointment only on weekdays and Saturdays only. Weekday hours are from 9 AM-4:30 PM and Saturdays from 9 AM-2:30 PM. We do not have business hours on Sundays. If you are unable to make your appointment, or will be late, please let us know as soon as possible. We are always happy to accept shipped orders.

**Etiquette:** Queen's Hand Calligraphy follows wedding specific etiquette when addressing your envelopes. All state names are spelled out along with Street, Avenue, Boulevard, Court, Apartment, Number, etc. We are happy to answer any questions you may have re: etiquette so please don't hesitate to ask!

**Return Address:** If you do not have a pre-printed return address on the back flap of your envelope, we can letter this for you per pricing on our pricing page. This is for a standard 2-line return address.

**Additional Work Post Completion:** A \$10 service fee is charged for any additional work after the original order is completed. This only applies where the additional work does not total \$10. Examples of additional work includes new names and addresses, changes to the original guest list, (spelling errors, changes of address, etc.). There is no extra charge if Queen's Hand Calligraphy is in error from the original guest list. Queen's Hand Calligraphy does not make the corrections while clients wait on the premises.

**Receipt of Completed Order:** Once the client takes possession of the completed order, Queen's Hand Calligraphy takes no responsibility for the handling of the addressed envelopes nor for the USPS error.