



BROWN FOX  
*Creative*

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# Stationery Contract

This agreement made between \_\_\_\_\_ and Brown Fox Creative and \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_. This agreement is considered valid binding whether in  
original, scanned, photographic or copy format. I have read the terms and conditions and  
hereby agree to such terms and conditions. The deposit is nonrefundable.

\_\_\_\_\_  
Signature

## Contact Information

Bride/Groom Name: \_\_\_\_\_  
Bride/Groom Name: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## Timelines

### *Invitations*

First round of design due to client: \_\_\_\_\_  
Client's final approval due: \_\_\_\_\_  
Estimated completion date: \_\_\_\_\_

### *Save the Dates*

First round of design due to client: \_\_\_\_\_  
Client's final approval due: \_\_\_\_\_  
Estimated completion date: \_\_\_\_\_

\_\_\_\_\_  
First round of design due to client: \_\_\_\_\_  
Client's final approval due: \_\_\_\_\_  
Estimated completion date: \_\_\_\_\_

Dates shown are estimates and can move forward or back depending on client's ability to meet deadlines and responsiveness.

# Terms & Conditions

## **Communication**

Business office hours are Monday through Friday, 8:30a.m.–5:30p.m., CT. Please allow 24 workday hours for a response to your email, text, call, question, design changes, etc. It is the discretion of Brown Fox Creative to work outside of these office hours or to respond before the 24 hour window.

## **Proofing**

It is your responsibility to carefully review your proofs for any error(s). That includes: spelling, layout, website addresses, phone numbers, directions, color(s), paper choice, quantity, etc. Once you give your final approval any errors are corrected at your expense.

## **Quantities**

Most styles of invitations can be ordered in sets of 5, but some may have to be ordered in increments of 25. It is recommended that you order a minimum of 10 extra for keepsakes and any last minute guests.

## **Timeline**

A timeline and estimated completion date will be included in your contract. Brown Fox Creative will strive to work within this timeline, but it is important for the client to also cooperate in a timely manner. BFC will not be responsible for not meeting deadlines due to delayed client action or response. On the occasion, there are factors outside our control that contribute to when you receive your order. For example, but not limited to: supply/demand of paper in stock from paper suppliers, work load of our local printers, or weather in regards to shipping. However, if you choose not to allow yourself a buffer, we are not responsible for time delays outside of our control.

## **Pricing**

Brown Fox Creative reserves the right to change prices without notice. Pricing changes may be affected by an increase or decrease in supplier, service and/or production costs. Quotes and estimates are valid for 30 days.

## **Design Property**

All designs and concepts are property of Brown Fox Creative. BFC retains all rights to use the preliminary and completed designs for the purpose of display or for other clients, upon request.

## **Copyright**

It is important to us that every piece of stationery we create is our own. Sending inspiration from Etsy, Pinterest, etc. to give an idea of your style is great! But please, don't send us someone else's design and ask us to create a copy for you, but with your wording and colors. We just can't do that and we hate disappointing you. Thanks for understanding.

## **Payment & Rush Orders**

Orders may be considered RUSH if they are needed within 4-6 weeks. Rush orders are accepted depending on availability and the requirements of the project. Rush orders will add a charge of 15% to your order total. Final payment is due prior to printing. Brown Fox Creative currently accepts cash, check and credit cards. There is a \$25 fee for returned checks.

## **Returns & Cancellations**

If there is a need to cancel your order, please contact Brown Fox Creative right away. If your final approval has not been received and your project has not gone into production, you are responsible for your deposit and any materials that have been purchased. If your project has gone into the production process you are responsible for the entire amount as stated in your contract. Because of the personalization of custom stationery, orders are nonrefundable, without exception. Every effort is made to assure your satisfaction. If there is an error on the part of BFC, we will do our best to correct the problem.

## **Delivery**

All shipping and postage will be assumed by the client. Brown Fox Creative is not responsible for any damages incurred during shipping and/or mailing or invitations that are not delivered. Any shipping charges will be added to your final invoice. You may also pick-up your order to avoid shipping charges if you are in the Dallas/Fort Worth Metroplex.

## **Post Office**

Invitations occasionally incur additional postage because of their weight, or due to the shape of the finished piece. Brown Fox Creative does not have a scale, and cannot weigh and/or estimate the cost to mail any piece(s) through USPS. BFC is not responsible for invitations or stationery that is lost in the mail or is destroyed through the mailing process. If you have concerns about cost of postage, please bring your concerns to us immediately.

## **Deposit & Payment**

The deposit for orders is 50%. The deposit is due at the time of your order. Design will not begin without the deposit. The deposit will be applied to the total amount due for the wedding invitations/other products. The deposit is nonrefundable. The remaining balance must be paid in full before sending to print.

## **Order Changes**

All changes, and additions (such as invitation count) must be made prior to final approval. This does not apply to special arrangements, or any other last minute agreement/sale. Four rounds of design changes are included. Once we reach your 5th round of design changes/proof, a fee of \$20 per additional round will be applied to your order.

\_\_\_\_\_ I have read and agree to these terms and conditions.