

# Stationery Contract

www.BrownFoxCreative.com • info@brownfoxcreative.com • 214.628.2939

This agreement made between \_\_\_\_\_ and Brown Fox Creative on the \_\_\_\_ day of \_\_\_\_\_, 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. A 50% deposit of \_\_\_\_\_ was received. The deposit is non-refundable.

\_\_\_\_\_  
Signature

## Timeline

### *Save the Dates*

First round of design due to client: \_\_\_\_\_

Client's feedback and changes for round one design due to BFC: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

### *Invitations*

First round of design due to client: \_\_\_\_\_

Client's feedback and changes for round one design due to BFC: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

## Contact Information

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

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

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

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

## Details

Wedding Date: \_\_\_\_\_ Ceremony Start Time: \_\_\_\_\_

Ceremony Name & Address: \_\_\_\_\_

Reception Name & Address: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Number of Invitations: \_\_\_\_\_

Inserts Needed: \_\_\_\_\_

# Terms & Conditions

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## **Proofing**

It is your responsibility to carefully review your proofs for any error. That includes: spelling, layout, website URLs, phone numbers, directions, etc. Once you give your final approval any errors are corrected at your expense.

## **Quantities**

Most styles of invitations must be ordered in sets 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.

## **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.

## **Copying**

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 a 5 week turnaround. 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 non-refundable, 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.

## **Post Office**

Invitations occasionally incur additional postage because of their weight, or due to the shape of the finished piece. Brown Fox Creative is not responsible for invitations or stationery that is lost in the mail or is destroyed through the mailing process.

## **Deposit & Payment**

The deposit for each project (save the dates, invitations, thank you's etc.) is 50% of the entire order. 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 non-refundable. 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 2 months prior to the wedding date. 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 6th proof (your 5th round of design changes), a fee of \$20 per additional round will be applied to your order.