



## client worksheet

event date \_\_\_\_\_

invitation mail date \_\_\_\_\_

event type \_\_\_\_\_

name(s) \_\_\_\_\_  
\_\_\_\_\_

address \_\_\_\_\_  
\_\_\_\_\_

city \_\_\_\_\_

state \_\_\_\_\_

zip code \_\_\_\_\_

work phone no. \_\_\_\_\_ cell phone no. \_\_\_\_\_

home phone no. \_\_\_\_\_ e-mail \_\_\_\_\_

please let us know how you would like to be contacted

email    home phone    cell phone    work phone

approximate quantity \_\_\_\_\_

If you have a budget in mind for your stationery needs, please provide an approximate total so we may meet your expectations: \_\_\_\_\_

office use only

OrPa \_\_\_\_\_

PrDt \_\_\_\_\_

# custom invitation design questionnaire











- My event is...
- |   |                                      |                                      |
|---|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> traditional    | <input type="checkbox"/> fancy dress | <input type="checkbox"/> vintage     |
| <input type="checkbox"/> dinner banquet | <input type="checkbox"/> casual      | <input type="checkbox"/> beach       |
| <input type="checkbox"/> garden         | <input type="checkbox"/> country     | <input type="checkbox"/> destination |
| <input type="checkbox"/> cocktails      | <input type="checkbox"/> city/urban  | <input type="checkbox"/> theme       |

notes: \_\_\_\_\_  
\_\_\_\_\_

- I would like my invitations to feel/look...
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> traditional       | <input type="checkbox"/> edgy/cool              | <input type="checkbox"/> natural and rustic |
| <input type="checkbox"/> formal and classy | <input type="checkbox"/> unique and alternative | <input type="checkbox"/> other              |
| <input type="checkbox"/> casual            |   |   |

notes: \_\_\_\_\_  
\_\_\_\_\_

I would like my invitations style to be...

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> pocket card     |    | <input type="checkbox"/> twist card    |    |
| <input type="checkbox"/> single panel    |    | <input type="checkbox"/> folded card   |    |
| <input type="checkbox"/> pocket envelope |  | <input type="checkbox"/> gate card     |  |
| <input type="checkbox"/> pocket folds    |  | <input type="checkbox"/> z-card        |  |
| <input type="checkbox"/> portable pocket |  | <input type="checkbox"/> envelopofolds |  |
| <input type="checkbox"/> other           | _____   |  |   |

notes: \_\_\_\_\_  
\_\_\_\_\_

The color(s) of my event is/are...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I am interested in...
- |  |   |
|--|---|
| <input type="checkbox"/> response cards  | <input type="checkbox"/> programs       |
| <input type="checkbox"/> reception cards | <input type="checkbox"/> favors         |
| <input type="checkbox"/> place cards     | <input type="checkbox"/> address labels |
| <input type="checkbox"/> table cards     | <input type="checkbox"/> other          |

notes: \_\_\_\_\_  
\_\_\_\_\_

# wording section

Need help with your wording? Visit [www.verseit.com](http://www.verseit.com) or feel free to send us just the facts...  
parents names, your names, time, date, place and we will put your wording together for you.

## main invitation wording

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
8 \_\_\_\_\_  
9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_  
12 \_\_\_\_\_  
13 \_\_\_\_\_  
14 \_\_\_\_\_  
15 \_\_\_\_\_  
16 \_\_\_\_\_  
17 \_\_\_\_\_  
18 \_\_\_\_\_  
19 \_\_\_\_\_  
20 \_\_\_\_\_

additional wording sent

notes: \_\_\_\_\_  
\_\_\_\_\_

## reception card wording

21 \_\_\_\_\_  
22 \_\_\_\_\_  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_

separate card  additional wording sent  
 include on invitation

notes: \_\_\_\_\_  
\_\_\_\_\_

## response card wording

27 \_\_\_\_\_  
28 \_\_\_\_\_  
29 \_\_\_\_\_  
30 \_\_\_\_\_  
31 \_\_\_\_\_  
32 \_\_\_\_\_  
33 \_\_\_\_\_  
34 \_\_\_\_\_  
35 \_\_\_\_\_  
36 \_\_\_\_\_

with envelope  additional wording sent  
 postcard

## response card return address

37 \_\_\_\_\_  
38 \_\_\_\_\_  
39 \_\_\_\_\_

notes: \_\_\_\_\_  
\_\_\_\_\_

## additional enclosure card

type: \_\_\_\_\_  
40 \_\_\_\_\_  
41 \_\_\_\_\_  
42 \_\_\_\_\_  
43 \_\_\_\_\_  
44 \_\_\_\_\_  
45 \_\_\_\_\_  
46 \_\_\_\_\_  
47 \_\_\_\_\_  
48 \_\_\_\_\_  
49 \_\_\_\_\_

additional wording sent

notes: \_\_\_\_\_  
\_\_\_\_\_

# terms and conditions

## Proofing Process:

Once we have received the wording, signed contract and your deposit you will receive a proof via email of your design within 2 business days. If your design requires any custom artwork or design, please allow up to 5 business days until you receive your proof.

You will get up to 3 proofs at no extra charge.

Additional proofs\* will cost \$15.00 each.

\*Extra proofs due to mistakes made by Carpenter Invitations & Design do not apply.

## Approval:

When a proof is approved by the client, Carpenter Invitations & Design is not responsible for any mistakes printed that match the approved proof. This includes any spellings, dates, days, addresses, spaces, graphics, etc. that are incorrect. So please, look over your piece carefully. Carpenter Invitations & Design does its best to ensure everything is correct, but mistakes can occur. It is the client's responsibility to proofread and check all information before you approve your proof.

Once you have approved your piece and payment has been received, Carpenter Invitations & Design has the right to print. From this point on cancellations will not be accepted.

## Payment:

Credit card payments are accepted via Paypal, payable to email address jcarpenter526@gmail.com. Check and/or money order payments are also accepted. Checks are to be made out to: Jodi Carpenter and mailed to Carpenter Invitations & Design, c/o Jodi Carpenter, 1601-C Chadwick Circle, Lancaster, PA 17603. All payments must clear before moving forward in the design/printing process.

## Deposit:

A \$100 deposit is required to begin the process of designing your custom pieces. Once the initial proofs have been designed the deposit is non-refundable.

## Balance:

The remaining balance is due in two payments.

Payment 1: Upon approval of design prior to ordering of supplies. Once supplies have been ordered, this payment is non-refundable.

Payment 2: Prior to scheduled print date. This payment is non-refundable after scheduled print date.

## PA State Sales Tax:

If you are a resident of Pennsylvania or are having the order shipped to somewhere in Pennsylvania, 6% sales tax will be added to your order. The government makes us do it.

## Shipping:

We ship all invitations using the United States Postal Service Priority Flat Rate unless otherwise noted. Please allow 2-3 days for US delivery and 6-10 days for international delivery. Carpenter Invitations & Design is not responsible for situations caused by the neglect of the postal service (i.e. damaged, lost or stolen invitations).

## Cancellation Policy:

You may cancel at any time up until your scheduled print date. No cancellations will be accepted after your scheduled print date.

## Refunds and Exchanges:

Custom products that match the approved proof are not eligible for returns or exchanges.

In the event that Carpenter Invitations & Design is responsible for a mistake, and the printed piece does not match the approved proof (with the exception of color variation\*), Carpenter Invitations & Design will take full responsibility to make the necessary arrangements to correct the situation.

\*We cannot guarantee color due to monitors and printers all being different. There may be a variation in the printed piece from the color you see on screen.

## Design:

The copyright of all designs remains the property of Carpenter Invitations & Design. It is a copyright infringement to copy in full or part any of our designs. It is the client's responsibility to gain copyright permission for printed reproduction of any material, poems, hymns, and songs, etc. that are used.

All items are individually crafted by hand; therefore, not every item will be identical, and there may be a slight variation. All products are subject to the availability of materials - sizes, colors and embellishments can be changed at any time - slight color and shade variations of card, print and embellishments may occur. In the event that paper stock, ink, accessories, etc. is back-ordered and out of the control of Carpenter Invitations & Design, the client will be notified of additional time needed. The client may then have the right to change the choice of paper/ink in order to complete the design process.

.....  
 I understand and agree upon the above conditions set by this contract.

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

deposit included     deposit paid

I would like to pay via paypal. Please send me a paypal request.