

# Hand Lettering by Molly

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## Envelopes & Place Cards

|              |               |             |            |         |             |
|--------------|---------------|-------------|------------|---------|-------------|
| Residential  | 3 to 4 lines  | \$2.25 each | Place Card | 1 line  | \$1.00 each |
| Business     | 5+ lines      | \$2.75 each | Place Card | 2 lines | \$1.50 each |
| Envelope Set | Outer & inner | \$4.25 pair |            |         |             |

*For two-color pieces add \$1 per item. \$25 order minimum.*

## Lettering Samples

Once I've consulted with you about the kind of lettering you're interested in, I will create three complementary samples to help you choose the exact look you want. Depending on which aspects of the design you're uncertain about, samples may showcase different sizes, lettering styles and colors. In order to guarantee that the final product will match the sample you choose, I must make samples on the stationery you are planning to use.

Additional samples cost \$3 each. Scanning samples and emailing them to you in PDF format is free and mailing them costs \$4.

## Choosing & Purchasing Paper

You must supply the stationery. I am not responsible for the cost of it.

Some papers take ink beautifully and others don't take it at all. I strongly recommend consulting me before purchasing your stationery or at least approving it with me early on.

I calligraph using watercolor (translucent) and gouache (opaque). I can mix nearly any shade although white and metallics can be tricky depending on the color and finish of your stationery.

## Materials Allowances

I require a 20% materials allowance for each item type. For example, for 100 finished envelopes, you must provide 120 blank envelopes. I will return any unused materials to you at the end of the project.

## Submitting Name & Address Lists

You are responsible for making *all* decisions about abbreviations, punctuation and capitalization.

You must submit lists of names and addresses *exactly* as you would like me to write them.

Lists must be typed, alphabetized and numbered.

Any changes or additions to a list should be emailed to me immediately. If the work has already been completed there will be an additional charge for reworking.

## Payment Conditions

I require a 50% deposit before beginning my work with the balance due immediately upon completion.

Please allow two weeks for envelope addressing. Rushes are available for a 25% fee.