



# ¿HOW TO ORDER?

♥ Wedding Invitations, Business Cards & more ♥

## 1 INITIAL CONSULTATION:

Via email/remote ([rebeca@letrapresscards.com](mailto:rebeca@letrapresscards.com)) or in person (appointment required). Please, let me know what type of printing project you need. A list of available options and prices can be found [here](#). Once you're ready to place an order, I'll work with you to create a custom design that meets your requirements. You can send me pictures, images, doodles or ideas that inspire you. Also, let me know what color(s) or theme you'd like to use. (If you want to submit your own design/art, I'll take off 20% of your order. Please send a print ready file in PDF format, all black & white and all fonts converted to outlines. Make sure you send only original artworks/images. I can't print images that come from other websites/owners due to copyright issues).

## 2 ESTIMATE/PROPOSAL:

I will provide you a quote for the project, based on your requirements along with an estimated shipping cost. (For a complete list of all our Letterpress items, please download the following Letterpress Printing Price List:

[http://www.ibelings.com/letrapresscards/letterpress\\_price\\_list.pdf](http://www.ibelings.com/letrapresscards/letterpress_price_list.pdf)



## 3 DESIGN:

I will email you 2-3\* design proofs/ideas for your review. You will have the opportunity to provide feedback and decide on any changes you'd like to make. Up to three complimentary rounds of revisions are included. Any edits/changes on content, fonts and/or colors are welcome during these rounds to ensure your complete satisfaction. Additional changes are \$25 each. \* Due to the nature of Letterpress printing (plates are made to order) I can't provide hard copies of design proofs. A final design is sent by email for approval **before starting printing**. Please make sure to carefully check every detail on the design. Double check spelling, grammar and punctuation. Make sure all dates, names, titles, addresses, emails and phone numbers are correct. I'm not responsible for any printing error after receiving your approved final design.

## 4 CONTRACT AND DEPOSIT:

After the estimate/proposal AND design are approved, a non-refundable 50% of the total order is required prior to starting printing. I accept PayPal([PayPal.Me/rebecaiobelings](https://www.paypal.com/merchot/?x=1&from=sellerpaypal)) and Venmo (@Rebeca-Ibelings). The balance is due when your order is completed and ready to ship.

## 5 PRODUCTION & TURNAROUND:

After receiving your **'OK to print'** and the deposit, I will order polymer plates, mix the inks and set up the press to run the job ♥. Depending on the complexity of your project, printing and production make take 3-4 weeks to fulfill. Rush orders: If time permits in my schedule, I would be happy to accommodate a tighter timeline. A 25% rush charge will be applied to the order total.

## 6 SHIPPING AND DELIVERY:

I will send you an email when your order is completed. Remaining balance is due at this time. Upon receiving the final balance I'll ship your order. FEDEX is the preferred courier. However, I can use USPS Priority Mail or UPS. I'll email you an invoice of your order along with a tracking number. All packages ship from Atlanta, Georgia. International clients are responsible for all customs or import duties. Please check with your local custom authority to determine the amount of duties for your invitation shipment. If you choose to use your local carrier, I can ship your order to any US address. I'm not responsible for lost packages once outside the Continental US. The prices for the USPS Priority Mail Flat Rate boxes are as follows: Small (US\$8.00), Medium (US\$15.00) and Large (US\$20.00). If the invitation shipment is larger than these standard boxes sizes, I'll let you know in advance to make any necessary adjustment.

→ **Refund & Cancellation policies:** The 50% deposit fee is non-refundable and all custom orders can't be returned.

¡Thanks for your business!