



# CUSTOM/COLLECTION STATIONERY PROCESS

**1 CONTRACT & DEPOSIT**  
After the consultation, we will follow up with a revised quote detailing everything we discussed. After you have looked over the quote and verified your stationery choices, we will send over a contract & an invoice with the 50% deposit link for that must be completed for the design process to begin.

REVISED QUOTE  CONTRACT  DEPOSIT

**2 MOODBOARD** *for the custom process only\**  
Once the contract and deposit are completed, we will use the information gathered from your consultation and your "creative homework" to create your custom moodboard. This will include a visual spread of color, fonts, paper selections, monogram, etc that will be used within your stationery. The main goal of this step is to confirm the font pairings and general layout for your suite!

**3 MAIN INVITATION**  
Once the contract and deposit are completed for the collection process or the moodboard has been approved for the custom process, we will send you our main invitation wording questionnaire to complete. This will help you build the wording for the main invitation. After you have submitted the questionnaire, we will design the main invitation concepts. For collection invitations, we will apply your wording and colors to the main invitation of your chosen collection design. For custom invitations, 3-4 design concepts will be created and sent for you to choose from. We will make any revisions needed, until the final proof has been approved. We will also initiate the addressing process & send over the correct recipient spreadsheet format.

WORDING QUESTIONNAIRE  DESIGN PROOFS  REVISIONS  APPROVAL  ADDRESS SPREADSHEET

**4 DIGITAL MOCK-UP, MATERIAL ORDERING, & ENVELOPES**  
We will start off this step by sending a digital mock-up the major physical components of your stationery suite, including your envelope design layout. We find this helps you get a proper & complete idea of how your suite, color palette, and design will flow together once printed. If everything looks good, at this point we will ask you for the greenlight to order your materials. As for envelopes and guest addressing, we will have already sent you the correct recipient spreadsheet format and you will have been working on gathering your addresses. Once you have sent us your recipient addresses, we will populate your envelope proofs and send for your review. We will make any revisions needed, until the final file has been approved.

DIGITAL MOCK-UP  FINAL SPREADSHEET  MERGED ENVELOPE FILE  MATERIAL ORDER GREENLIGHT

**5 INSERTS**  
If you are getting additional inserts (details, rsvp, etc.), we will send you our insert wording questionnaires, which will help you build the wording for the inserts. After we have received the wording, we will apply the information and matching design to these inserts. We will make any revisions needed, until the final inserts have been approved.

WORDING QUESTIONNAIRE  DESIGN PROOFS  REVISIONS  APPROVAL

**6 PROOFREADING**  
Once all the invitation pieces have been finalized, the next step will be to proofread everything to make sure all the information/grammar/spelling is correct before sending to print! We will strongly recommend having a neutral party review the suite to check over all these components. We have a copy editor that will review as well.

**7 PRE-PRINT PRODUCTION & PAYMENT**  
Once any final changes are completed and you give us the greenlight for print, we will send over a print-production approval form and the final invoice, both to be completed before sending to print. Once completed NO further changes can be made.

PRINT PRODUCTION SIGNED OFF  FINAL BALANCE PAID

**8 PRODUCTION & RECEIVING**  
Once the print-production approval form and final balance has been completed, we will send everything to print. Production typically takes 4-14 business days depending on your printing process. Assembly service updates adds 3-4 business days. Once your invitations have been completed, they will be available for pick up or be shipped, or delivered depending on your selected option.