

Loee Craft

Calligraphy Services

ENVELOPE ADDRESSING

Outer Envelope	7.00 per
Inner Envelope	2.50 per
Outer/ Inner Set	9.00 per
Special Font Matching	0.75 per
Textured/ Handmade Paper	1.00 per
Ink Color Matching (no charge for black, white or gold)	30.00
List Preparation & Etiquette Review Fee (all orders)	75.00

Paper products to be provided by client

PLACE CARDS/ ESCORT CARDS

Paper Surface	2.50 per
Non-paper Surface (ie. acrylic, stone, leaves, glass)	3.50 per

Includes one name and table number
(optional) Names by family + 0.50 per

Paper products to be provided by clients

CUSTOM CALLIGRAPHY

Names for Invitation	175.00
Invitation Elements (ie. location, date, titles)	125.00
Return Address	175.00
Full Calligraphy Invitation (up to three pieces)	750.00
Menu or Program Headers	250.00
Monogram	250.00

All custom calligraphy is digitized for print reproduction
Includes one proof revision

COMMISSIONED PIECES

Vows, poems, passages, bar menus, seating charts	175.00 base
Added artistic elements (ie. sketches, painting)	+50.00 base

Please provide exact text and project details via email for a quote
Customer provides frame and/or alternate materials (ie. mirrors, acrylic)

PAYMENT SCHEDULE

Booking Fee (non-refundable deposit)	50%*
Before shipping	Balance

*orders of 500.00 or less and digital projects must be paid in full to book

ARTISTIC STYLE

It is a great honor for me to be a part of your special events and projects. Before contracting my services, please take a look at my website and Instagram, to be sure my artistic style and abilities are coherent with your vision. You can be assured that I will create your project with the greatest care and attention to detail.

HANDWRITTEN WORK

Please keep in mind, that the beauty of handwritten calligraphy is the natural variation of the letter forms. These variations will result in each word of writing being a unique work of art.

LICENSING

As the artist, I remain the sole owner of all artistic rights. Commissioned art is for personal use only.

PHOTOGRAPHY

Emailed copies of professional photography taken of my work are always appreciated. I also encourage you to share images on social media (credit with "Calligraphy by Jennie McCoy". If sharing on Instagram, please tag @loeecraft

QUANTITY CHANGES

If the quantity of guests/ product decreases after payment of the deposit, the original agreed-upon terms remain in effect.
If the quantity increases more than a reasonable amount of guests/ product, there will be an additional charge per. Please try your best to have a finalized list before sending.

TEXT SUBMISSION

The provided text will be written exactly as submitted. For commissioned pieces, no changes to text may be made after work has begun. (In some cases, I may send 1 proof for revision to style/ layout. Can be discussed before booking.)
Name/Address lists may be provided as a Word Document or Excel Spreadsheet.
Please note that if the text is not submitted by the requested date, it is likely to delay the order deadline.

ADDITIONAL BLANKS

Please understand that human error is inevitable in hand-produced work. For projects such as envelopes or place cards, Please provide at least 20% or 10 additional blank pieces, whichever is higher. The more extras I have, the faster I can work.

CORRECTIONS

No matter how hard I try, I'm not perfect, and there are sometimes mistakes that are overlooked. Please review the final order upon receipt to be sure there are no corrections needed. Please email me within 72 hours of delivery with a complete list of any corrections.