

# katiefischerdesign

---

## THE CALLIGRAPHY PROCESS

Hand-written calligraphy for envelope addressing, escort cards, and place cards - KFD works with many talented calligraphers and we offer two different ways of handling hand-written calligraphy projects:

- 1) The client or planner handles the calligraphy and pays the calligrapher prices directly (no KFD mark-up):
  - If we've chosen a calligrapher for you, we'll provide you with the calligrapher's pricing sheet and contact info.
  - If you'd prefer to use a different calligrapher that you've found, that's certainly fine too. Please let us know ASAP and we'll have your envelopes/paper shipped wherever you'd like.
  - The calligrapher will provide you with instructions on how to format your addresses and guest lists. We will not be involved with this process. Any questions you have regarding this must be directed to the calligrapher.
  - Any additions or changes to the list must be submitted and coordinated directly with the calligrapher.
  - You'll have to fill out any requested paperwork that the calligrapher requires and follow her payment schedule.
  - The calligrapher will mail the completed envelopes directly to you.
  - We recommend proofing the envelopes - we normally find 0-6 errors per calligraphy order.
  - Katie Fischer Design is not responsible for any typos, mistakes, missed deadlines, or any other problems associated with the calligraphy and calligrapher.
  - Katie Fischer Design makes zero dollars off of the calligraphy order.
  
- 2) Katie Fischer Design handles the calligraphy (25% mark-up of the calligrapher's final bill + a management fee, depending on the scope of your order):
  - You send KFD your list however you'd like and we'll format it properly for the calligrapher.
  - We'll have our copy editor look at your list before it goes to the calligrapher and ask you about any potential typo's. We'll fix and update your list accordingly if there are typos.
  - All changes or additions are emailed to KFD and we'll coordinate and update your master list.
  - The completed envelopes come to KFD and KFD hires two different copy editors to proof your envelopes to make sure they're all in perfect condition, everyone is accounted for, and there are no typos.
  - KFD will get any envelopes that need to be redone.
  - KFD will manage the calligrapher and make sure we meet deadlines and take care of any issues that may arise.
  - The final price will be a 25% mark-up of the final calligrapher bill to cover our expenses (shipping, messenger service, the ordering of extra envelopes for overages, ordering of fake address for pictures, etc.) plus the KFD management fee of \$1000 - \$2500 depending on the scope of your project.
  - Payment of the calligraphy will be billed through KFD and added to your final invoice.

# katiefischerdesign

---

CUSTOM CALLIGRAPHY TEXT FOR YOUR WEDDING STATIONERY - If we're commissioning hand-calligraphed text for your stationery:

- Together we'll select a style that works best for your design.
- KFD handles all custom calligraphy artwork. We'll interface with the calligrapher and make sure the files are of the highest quality for print.
- Pricing is based on the amount of text needed, calligraphy style, number of styles you'd like commissioned, and turnaround time.
- Pricing will be presented to you for approval before proceeding.
- One round of minor edits by the calligrapher is included in the price.
- The KFD team can also edit the calligraphy as needed and this service is included in your price.
- If upon seeing the calligraphy and edits, you decide you do not like it, you will still be required to pay for the calligraphy.
- Additional styles you request will increase the price. Any added costs will be discussed before proceeding.
- Upon request, KFD can provide you with hi-res files suitable for print or web of your monogram or names to be used for your personal use.