

The Katie Fischer Design Mailing Process and Agreement

After all the time and effort perfecting your invitations, it's vital to get the mailing right. Katie Fischer Design is happy to take care of all the details and leg work for you. Here's what we do for mailings:

- Schedule the mailing date - we'll choose a date that is appropriate and approved by you.
- Double check your digital or handwritten calligraphy to make sure we have every envelope and that everything is correct.
- Re-confirm the postage requirements with the post office for the outer envelope and reply cards.
- Sort out all international suites and set aside. We will purchase the correct postage at the post office. (We'll leave postage off the international reply envelopes, as those recipients will need to apply the correct postage at the post office from their country.)
- Apply the correct postage to all domestic reply card envelopes.
- Apply the correct postage to all domestic outer envelopes.
- Assemble your suites. Tie ribbon or seal belly bands, if ordered.
- Seal the envelope closed with a glue stick or double-sided tape (depending on paper type and weight).
- Bring your ready-to-mail envelopes to the post office. We check the postage amount one more time with a clerk. If postage rates have increased since we purchased your stamps, we will notify you and plan accordingly.
- If mailing from Montclair, we'll hand-cancel each and every envelope for you to avoid having them run through the machines. As a result, your envelopes will arrive to your guests in better condition. If mailing from NYC or elsewhere, we'll try our best to hand-cancel ourselves or make sure the post office does it, but we can't guarantee it if not from Montclair.
- Purchase the correct postage and fill out any necessary customs forms for your international envelopes. The amount of international postage purchased will appear on your final bill. Once the postage is applied, we will do our best to make sure the international envelopes get hand-canceled.
- We will send you an email to let you know once we have completed the mailing. Get ready for the swooning emails and texts!

Mailing Pricing:

- \$6.50 per piece for single card suites (save the dates, event invitations, and holiday cards)
- \$7.00 per piece for invitation suites: invite card and digital RSVP card (no RSVP envelope)
- \$7.50 per piece for standard invitation suites: invite card, reply card, and envelopes
- \$8.50 per piece for multiple card invitation suites or those that require list management (two different RSVP cards, some receive a rehearsal dinner invitation and some don't, etc.)
- \$9.50 per suite for those with paper belly bands, gatefolds, and self-adhesive wax seals
- \$10.50 per suite for those with tied ribbon or custom drip wax seals

* All of the above prices include the application of 1 reply envelope stamp and up to 3 stamps on the invitation envelope. Each postage stamp passed the number included, costs \$0.25 each per set. Pricing for vintage stamp applications is done on an individual basis, based on the number of stamps and application process.

* Inner and outer envelopes add an additional \$0.50 per suite.

TERMS & CONDITIONS

Katie Fischer Design is not responsible for any errors that occur on account of the United States Postal Service (USPS). In most mailings, there will be a percentage of errors by the USPS: envelopes that got lost in the mail, ones that are not forwarded to the requested forwarding address, others that get sent back incorrectly for insufficient postage, or those that accidentally get delivered to the return address. Occasionally, the USPS will put your suites through the machine, even though we've hand-canceled them and made it clear not to, or mishandle them along the way, which may cause them to rip or arrive to your recipient in poor condition. We are also not responsible for returns or missing deliveries on account of an incorrect address entered by you in the spreadsheet you provided to us. We always advise our clients to purchase more suites than you think you will need because we are certain you will need to re-send a few. If you run out and need to order more, we will charge you at cost for the set up fees, supplies, reprinting, and calligraphy.

Please read carefully and select how you'd like us to do your mailing:

1) Tracking: The USPS does offer tracking at an additional cost. A bar code will be applied to the back of your envelope. Would you like tracking?

No, thank you. I'm fine with sending them through the regular mail w/o tracking. I understand KFD is not responsible for any that do not arrive to my recipients.

Yes, please. I'd like tracking for all of my envelopes. I understand this will increase the price and KFD will add the costs to my final invoice. I also understand there will be a barcode sticker applied to the back of the envelopes.

Yes and no. I'll provide KFD with a list of VIP recipients that I'd like tracking for. The rest I'm fine with sending them through the regular mail w/o tracking. I understand KFD is not responsible for any that do not arrive to my recipients, with or without tracking. I understand the tracking means that there will be a bar code sticker applied to the back of the envelope and it will increase the price and KFD will add the costs to my final invoice.

2) Where would you like us to do the mailing?

From a small post in Montclair, New Jersey that lets us hand-cancel the envelopes ourselves. The post mark will be from Montclair, NJ 07043 and we can guarantee hand-cancelling.

From the 34th Street Post Office in Manhattan. The post mark will be from New York, NY 10001. I understand that KFD will request to hand-cancel ourselves or request that the clerks hand-cancel the envelopes. Sometimes they let us do it ourselves, and sometimes they don't. We will do everything in our power to have your invitations hand-cancelled, but we cannot guarantee it.

From a post office of your choice. We're happy to travel, but this will increase the mailing price. I understand that KFD will request to hand-cancel ourselves or request that the clerks hand-cancel the envelopes. Sometimes they let us do it ourselves, and sometimes they don't. We will do everything in our power to have your invitations hand-cancelled, but we can not guarantee it. Please tell us the exact location you'd like us to do your mailing:

3) I agree to the pricing structure and the terms and conditions for the Katie Fischer Design Mailing Process. Katie Fischer Design is authorized to do our mailing as outlined here and is not responsible for the performance of the USPS.

Client Name

Client Signature

Date