



PROPOSAL

Client Potential 2017 Client

Project	Design Costs	Printing/Supplies Costs	Total
Save the Dates/Announcements			
130# Classic Felt with white envelopes Double-sided 5x7 Announcement Card with envelopes <i>Quantity, 100, 4/4 (Must be purchased in sets of 25)</i> — OR —	\$100.00	\$125.00	\$225.00
130# Classic Felt with kraft envelopes Double-sided 5x7 Announcement Card with envelopes <i>Quantity, 100, 4/4 (Must be purchased in sets of 25)</i> — OR —	\$100.00	\$140.00	\$240.00
130# Classic Felt with silver pearl envelopes Double-sided 5x7 Announcement Card with envelopes <i>Quantity, 100, 4/4 (Must be purchased in sets of 25)</i>	\$100.00	\$145.00	\$245.00
Invitation Addressing & Mailing			
Assembly <i>Includes digital printed envelopes, applying stamps and mailing via post office drop-off. Quantity, 100</i>	\$0.00	\$164.00	\$164.00

Deposits/Payments

- A signed contract and a non-refundable retainer fee of at least 75% of the design cost is due before work will begin.
- The remaining balance (design & printing costs) due after printing costs have been revised by the printer. **Balance must be paid before printing will be ordered.**
- Please note, as of April 2016, EAlexDesigns charges 6% sales tax for clients within the state of Maryland.

Payment Methods

- Via check, made out to Erin V. Keefer and mailed to 16 S. Decker Ave, Baltimore, MD 21224.
- Via paypal, to EAlexDesigns@Gmail.com.
- To pay via credit card, please request an invoice from EAlexDesigns, please note an additional fee of 6% to cover processing will be included.

Client understands this proposal is a good-faith estimate of basic design and printing costs only. Changes to text, images, design, color-scheme, or layout made after first proof, by client, as well as delays in conversations and approvals, may incur additional fees.