



PROPOSAL

Client Potential 2017 Client

Project	Design Costs	Printing/Supplies Costs	Total
Custom Wedding Invitation Suite			
118# Cotton (Brilliant or Natural)	\$200.00	\$367.00	\$567.00
Single Layer Invitation 5x7, Response Card 3.5x5, A7 Invitation Envelope, 4Bar Response Envelope Quantity, 100, 4/4			
Custom Details Card			
118# Cotton (Brilliant or Natural)	\$50.00	\$165.00	\$215.00
Details Card 5x7 Quantity, 100, 4/4			
Custom Belly Band			
70# Smooth (Brilliant or Natural)	\$15.00	\$60.00	\$75.00
Belly Band 12x1.5 Quantity, 100, 4/0			
Custom Invitation Envelope Liner			
70# Smooth (Brilliant or Natural)	\$15.00	\$71.00	\$86.00
To fit Euro flap invitation envelope Quantity, 100, 4/0			
Invitation Assembly			
Assembly	\$0.00	\$293.00	\$293.00
<i>Includes 100 invitation suite enclosures, response stamps applied, envelope stuffing, then boxed & shipped to client. Assembly price could increase based upon enclosure chosen. Current price reflects simple twine/string enclosure or purchased belly bands and available post office stamps at \$0.49 each.</i>			
— OR —			
Assembly + Mailing	\$0.00	\$453.00	\$453.00
<i>Includes 100 invitation suite enclosures, invitation & response stamps applied, envelope stuffing and sealing, then mailed by EAlexDesigns. Assembly price could increase based upon enclosure chosen. Current price reflects simple twine/string enclosure or purchased belly bands and available post office stamps at \$0.49 each for response and at \$0.71 each for invitation.</i>			
Addressing			
Traditional Printed Addresses	\$78.00	\$284.00	\$362.00
<i>Includes printing in black ink on the front of invitation envelope & black rubber stamping back of invitation envelope and front of response envelope. Client may keep return address stamp.</i>			
<i>EAlexDesigns requires an excel file with all names and addresses. Excel files should be written exactly as the client wants them to appear. Excel file updates will range in charges from \$5 to \$100 depending on complexity, to avoid additional charges please request an example from EAlexDesigns prior to submitting your file.</i>			
— OR —			
Modern Envelope Wraps	\$82.00	\$192.00	\$274.00
<i>Includes printing and application of wraps to invitation and response envelopes.</i>			
<i>EAlexDesigns requires an excel file with all names and addresses. Excel files should be written exactly as the client wants them to appear. Excel file updates will range in charges from \$5 to \$100 depending on complexity, to avoid additional charges please request an example from EAlexDesigns prior to submitting your file.</i>			

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.
- To pay via credit card, please request an invoice from EAlexDesigns.

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.