

# E Alex Designs

E Alex Designs.com

16 South Decker Avenue, Baltimore, Maryland 21224

E Alex Designs@Gmail.com

## GUIDELINE TO PRICING

PROJECT	DESIGN	PRINTING / SUPPLIES	TOTAL
<b>Custom Save the Dates   Announcements</b>			
Classic Printing 130# Classic Felt • Single Layer Save the Date 5x7 with White A7 Invitation Envelope <i>Can only be ordered in sets of 25.</i> <i>Quantity, 100, 4/4</i>	\$100.00	\$111.00	\$211.00
<b>Addressing</b>			
Black Ink Printed Addresses Black or gray ink only, includes guest and couple address on invitation envelopes and couple address on response envelopes. <i>E Alex Designs 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 E Alex Designs prior to submitting your file.</i> <i>Quantity, 100, 1/1</i>	\$13.00	\$102.00	\$115.00
<b>Assembly &amp; Mailing</b>			
Mailing Includes available post office stamps at \$0.55 applied, envelope stuffing and sealing, then mailed by E Alex Designs. Leftover save the dates will be shipped to client. <i>Quantity, 100</i>	\$0.00	\$146.00	\$146.00

### 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 is due after final approval, once printing and supplies costs have been finalized based on any changes. **Balance must be paid before printing will be ordered.**
- Please note, as of April 2016, E Alex Designs 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, request a digital invoice from E Alex Designs, please note an additional fee of 6% to cover processing will be included.