

Simply Elegant Designs by Stephanie
630-336-6899

TERMS AND CONDITIONS

I am pleased to have the opportunity to help you create the perfect invitations and accessories to impress your guests! This agreement will serve as our contract and define the contractual rights, duties and obligations between the clients **YOUR NAME HERE** and Simply Elegant Design by Stephanie. This contract will also help clarify and explain the designing and approval process of creating your invitations or accessories. S.E.D. will be used throughout this contract in reference to Simply Elegant Designs.

In order to start the invitation design process, please: (1) sign this Agreement; (2) provide a 50% down payment ("deposit") for the Total Amount Due indicated on the this Form. S.E.D. will provide one online design proof ("proof") to the clients for review. After review of online proof, S.E.D. will allow client to make changes and provide a second online proof at no extra charge. S.E.D. will provide the client with a hard-copy of the proof at a cost of \$4.00 per proof. If an extra proof is required due to a mistake made by S.E.D., then no additional cost will apply for the replacement proofs. Any changes above and beyond the second proof will be charged on an hourly basis of \$10 an hour.

Clients will be required to approve the hard copy proof by email. Once clients have approved the proofs by email, then S.E.D. will prepare client's final invitation order. By sending an emailing stating that S.E.D. is approved to order and a deposit has been sent, these two actions solidifies that the design (paper, text, fonts, wording and graphics) is chosen for the client's final invite. If an error or mistake exists on the approved proof, S.E.D. shall not be responsible for the cost of reprinted materials at client's request. These types of errors include any spellings, dates, days, addresses, spaces, graphics, or other items that the clients deem incorrect after clients' approval.

It is the clients' responsibilities to proof-read and spell-check and thoroughly reviews all information and materials on the proofs prior to issuing an approval. In the event that S.E.D. is responsible for a mistake, and the printed invitation does not match the clients' approved proof, then S.E.D. will correct the error at no additional charge to clients. Additionally, S.E.D. is not responsible for different color hues in the paper. Because the way paper is made, different thickness of the paper can make the color vary slightly.

There is a \$15 charge for each post office drop. S.E.D. is not financially responsible for situations caused by the neglect of the post office (i.e. damaged, lost or stolen invitations). However, S.E.D. will work for a resolution with the client if items are damaged, lost or stolen. The initial down payment is listed in the Order Form. This initial down payment is required to start the design process. If the design process is started and Client has received a proof, then clients are responsible to pay 50% if job is cancelled prior to printing. After clients have received the order, the rest of the payment is due to S.E.D. no later than 3 weeks after the order was received.

Invitation/Product Design - Client Agreement

By signing below clients are agreeing to be bound by the terms and conditions of this Agreement. Once signed, please pay by mail, PayPal, Chase Quickpay to:

Stephanie Kuhn
2518 Fields South Dr.
Apt 107
Champaign, IL 61822

stephsimms28@gmail.com

Product:

Deposit amount:

Amount: \$

Signature: _____

Date: _____

If you have any questions, please feel free to call or email
www.simplyelegantdesignsbystephanie.com