

PRICING & POLICIES

EFFECTIVE JANUARY 1, 2024

ENVELOPE ADDRESSING

Outer Envelope	\$5.75 per envelope
Inner/Outer Envelope Set	\$7.75 per set
Opaque or Cover Weight Envelope	add \$1 per envelope
Capacity Envelope	add \$1 per envelope

DAY OF CALLIGRAPHY

Place Card or Menu	\$2.75 per card
Escort Card <i>name and table assignment on one side</i>	\$3.25 per card
Escort Envelope & Insert Card Set <i>also includes under the flap table assignments</i>	\$4 per card/set
Table Numbers	\$8 per side
Opaque Card Stock	add \$0.75 per item
Non Paper Surfaces	add \$2 per item

ARTWORK FOR REPRODUCTION

Spot Calligraphy <i>sent as a raster file, five line minimum</i>	\$30 per line
Vectorized Spot Calligraphy <i>sent as a multi-layer vector file, five line minimum</i>	\$35 per line

HOURLY RATES

In Studio <i>"on call" hours and private lessons</i>	\$125 per hour
On Site <i>brand activations and private events, 2 hour minimum</i>	\$200 per hour

WWW.LJCALLIGRAPHY.COM

ORDER MINIMUMS

There is a minimum order of \$1000 for new clients. Established clients must meet the minimums listed for spot calligraphy orders and on site hourly projects.

INK COLORS & LAYOUT

Prices include client's choice of ink color (including metallic and custom matched ink) and layout. For custom matched ink, please send a physical sample and/or a PMS code. My standard layout is visually centered. Of course, calligraphing envelopes is a by hand process and some variation will occur.

DEPOSIT TO SECURE TIME

Given limited availability, many clients reserve production time in advance of project dates with a deposit of 25% of the anticipated project total. In the event of a cancellation, the deposit shall be retained.

TURNAROUND TIME

In general, an order of 100 envelopes will require 5 business days to complete. An estimated turn around time will be provided prior to project start.

RUSH PROJECTS

Rush fees are dependent on size and scope of project and begin at 25%. In general, projects requiring a turnaround time of less than 5 business days will require a rush fee.

EXTRA WRITING MATERIALS

Due to natural inconsistencies in materials and human error, please provide an additional overage of 20% for all writing materials. If overage is not supplied, client will be charged an additional fee of 50% of the project total.

PROOFING

All orders are professionally proofed. Even so, please review orders carefully upon receipt. If a correction is required, it will be made at no additional cost to the client. Please provide written notice of correction within 3 business days of order receipt.

SHIPPING & PICKUP

Orders are available for pick up from my Dallas studio. Shipping and courier fees, when required, are charged at cost.



Lauren Jacks

C A L L I G R A P H Y