



Invitations

Announcements, et al

Let's Get Personal

CUSTOM ANNOUNCEMENT/INVITATION INFORMATION

First Name _____

Last Name _____

Email _____

Day Phone _____ Best Time to Contact You _____

Cell/Evening Phone _____

DATE OF ANNOUNCEMENT / EVENT

Month _____ Date _____ Year _____ Time _____ am pm

TYPE OF ANNOUNCEMENT

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Baby | <input type="checkbox"/> Engagement |
| <input type="checkbox"/> Retirement | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Moving | <input type="checkbox"/> Other, Specify _____ |
| <input type="checkbox"/> Graduation | |

TYPE OF AMBIANCE (the style your announcement needs to convey)

- | | |
|--|--|
| <input type="checkbox"/> Elegant & Classic | <input type="checkbox"/> Playful & Lighthearted |
| <input type="checkbox"/> Romantic | <input type="checkbox"/> Avant Garde & Bold |
| <input type="checkbox"/> Modern & Contemporary | <input type="checkbox"/> High Style Couture |
| <input type="checkbox"/> Conservative & Simple | <input type="checkbox"/> National Dress or Costume Theme |
| <input type="checkbox"/> Sophisticated & Stylish | <input type="checkbox"/> Other, Specify _____ |

COLOR SCHEME

Please give us a description of your preferred color(s), include swatches, or PMS (Pantone Matching System) Color Number(s) or any visuals that would help convey your preferences.

TOTAL QUANTITY REQUIRED

_____ Include supplements for keepsakes and additional. Minimum 50 units.

WILL THIS BE A DESTINATION EVENT?

If yes, where is the location? _____

PROJECTED ANNOUNCEMENT BUDGET *(excluding mailing postage)*

\$_____ each

ANNOUNCEMENT SHAPE

- Square
- Rectangle
- Scroll
- Custom Shape
- Envelopment
- Other, Specify_____

ENCLOSURE TYPE

- Standard envelope
- Lined Standard Envelope
- Clear
- Vellum
- Silk Presentation Box
- Silk Presentation Envelope
- Mailing Tube
- Message in a Bottle
- Other, Specify_____

EMBELLISHMENTS OR NOVELTY ITEMS

- Floral/Botanicals
- Photographs
- Fabrics
- Silk Tassels
- Beads or Charms
- Handmade Papers
- Swarovski Crystals
- Jewelry Items
- Feathers
- Ribbons
- Artwork
- Other, Specify_____

TYPE OF FONT STYLE PREFERRED

- Casual
- Formal Script
- Decorative
- Whimsey
- Calligraphic
- Business
- Contemporary
- Non Script



PRINTING PROCESS - (left to right, least to most expensive)

- Hi-Res Laser
- Offset Printing
- Thermography
- Letterpress
- Foil
- Hand Calligraphy

ANNOUNCEMENT COMPONENTS NEEDED - (Check all that apply)

- Announcement & Envelope
- Personal Monogram
- Personal Postage Stamps
- Thank You Suite
- Custom Watermark Stationery
- Personal Correspondence Stationery

PERSONAL MONOGRAM TO BE INCORPORATED

- Initials
- Logo type custom
- Full names
- Logotype supplied by client

Please specify names/initials: _____

Please tell us anything that you think would help us to conceptualize and implement an announcement that would reflect your distinct personality.

Event Particulars:



About our Process

CONSULTATION

Fill out our request form and we will schedule an appointment for an initial consultation. During our initial consultation we will establish your vision of style and expectations of your event. Prior to submitting the on-line form, kindly take a moment to tell us your estimated allowance and quantity of invitations you will need. We'll conceptualize and execute your vision, however we must consider your financial parameters when implementing your project. Affair of the Arte's custom invitations/announcements begin at \$6.00 per ensemble.

DESIGN

Affair of the Arte will create two original, mock-up designs utilizing the information provided by you through your on-line form and initial consultation. To proceed, we will require a non-refundable \$150.00 design fee, however, your design fee will be credited towards your final order.

REVISIONS

Your initial design fee will also include two revisions as well as additional swatches if necessary. We will continue to refine your correspondence to perfection...it is that easy! Additional series of revisions may be billed at \$50.00 per hour, also applied towards your final order.

ORDERING

Upon final approval of all physical samples, digital proofs and color, we will require a 50% deposit of your total order. We will then begin the production and fulfillment process. Balance of payment will be required upon completion, plus applicable tax and shipping fees. Visa and/or MasterCard are accepted, sorry, no COD's. Delivery time is 2-4 weeks, rush orders may be at additional cost.



www.affairofthearte.com

1 Diamond Causeway • Suite 21-204 • Savannah, Georgia 31406
912.598-9242 • Facsimile 912.598.4465



Kindly return your completed form to:

MAIL AFFAIR OF THE ARTE
1 Diamond Causeway • Suite 21-204
Savannah, Georgia 31406

FAX 912.598.4465

E-MAIL dore@affairofthearte.com

**** SUBMITTING PHOTOS**

If you are using a scanner to submit your photos, please make sure you images are scanned at 300 dpi for the best resolution quality.

*You may submit your photos in one of two ways. To submit a digital image, you may e-mail us a JPG or TIFF format, or you may send us a disk with the images you wish to use. If you have an original photograph that you would like us to scan and enhance, please mail that to us well packaged and insured. *All photographs will be returned to you with your completed order.*

PHOTO REQUIREMENTS

If you are electronically submitting a digital photo we accept JPEG and TIFF with a minimum resolution of 300 dpi. Please do not re-size the original image before sending it to us. We will make any necessary changes in order for your photo to fit properly.

With all of our photo announcements you have the choice to have your photos printed in color or in black & white. All color photos will be converted to black and white at no additional charge.

Please note that the quality of the final product depends on the quality of the original photo that is supplied to us.

COPYRIGHT & PROFESSIONAL PHOTOGRAPHY

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Please DO NOT send copyrighted, professional prints to use for your order without including a written and signed release from your photographer.

***(Copyright Indemnification)** The purchaser whose name appears on the order form warrants that the subject matter to be printed by Affair of the Arte is not copyrighted by a third party. The client also recognizes that because subject matter does not have to bear a copyright notice in order to be protected by copyright law, absence of such notice does not necessarily assure a right to reproduce. The purchaser further warrants that no copyright notice has been removed from any material used in preparing the subject matter for reproduction. To support these warranties, the purchaser agrees to indemnify and hold harmless Affair of the Arte for all liability, damages and attorney fees that may be incurred in any legal action connected with copyright infringement involving the work produced or provided.*

Signature _____ Print Name _____



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