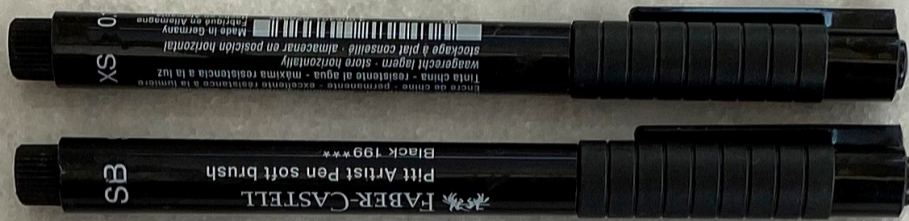


zoebarker

ARTISAN WEDDING DESIGN



VASQUEZ
OUR PRESENCE
ER DAUGHTER
Vasquez
Simpson
S. SHELLY WELCOME
AFTERNOON
IRD OF APRIL
ENTY TWO
GH ESTATE
ROAD
28



Aubree & Wylie

4.23.22

Information Pack

This document provides useful information on processes and pricing alongside some helpful tips on planning your stationery.

Information

Congratulations

You've found your soulmate and you are planning a celebration. It's time to share the news with loved ones...

Bespoke wedding invitations are not just functional, they have the power to evoke emotions through personal storytelling.

Commissioned artwork gives you the opportunity to share your story and give your guests a sneak preview of your day.

They spread joy and spark intrigue, and of course they provide the perfect canvas to communicate everything your guests need to know about your day in a fun and interactive format.

Once your invitation is complete its design can be used across additional stationery and on the day items.



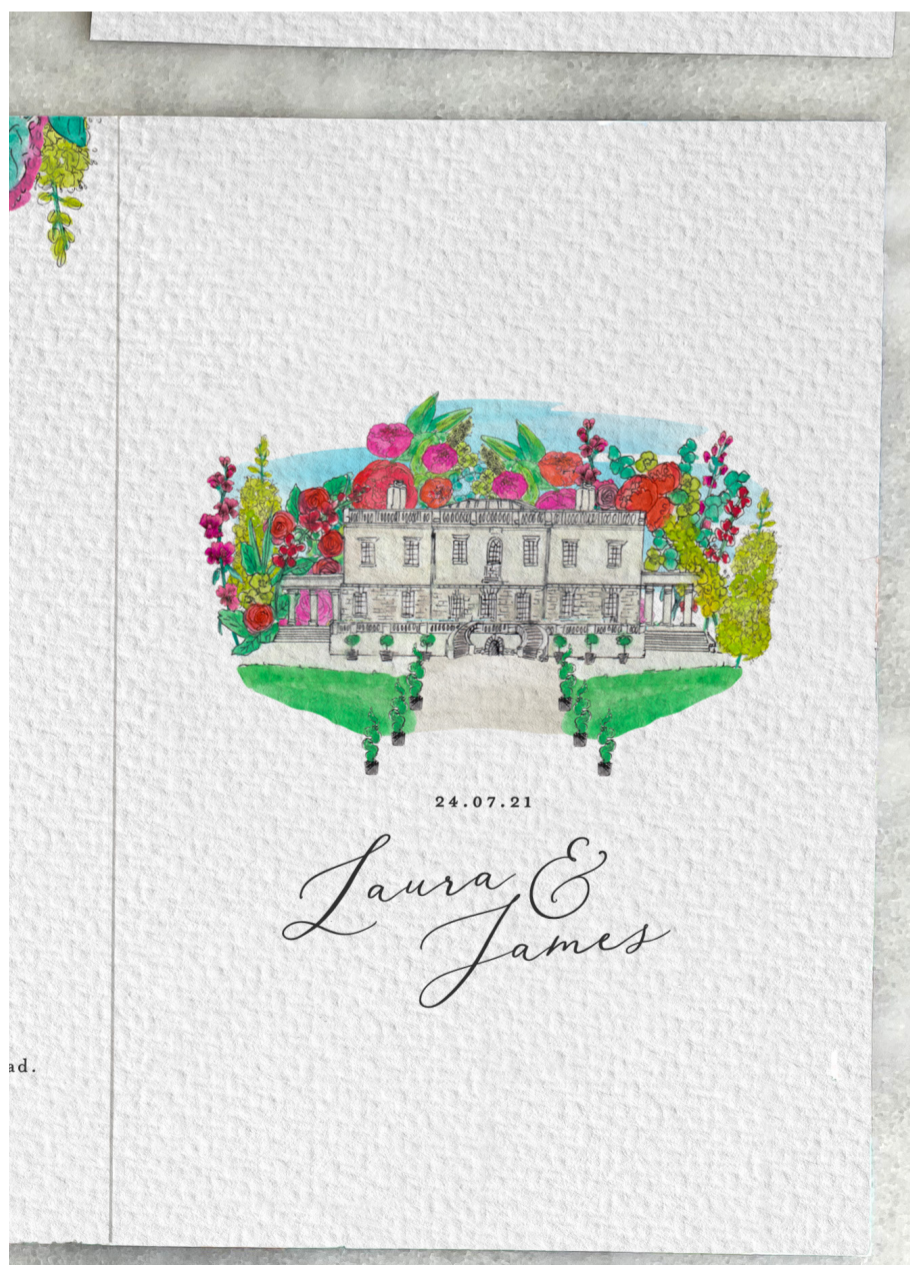
Process

What to Expect

If you have fallen in love with the idea of your very own bespoke commission, you can follow these steps to bring your dream to life...

1. Choose your invitation format (page 5)
2. Contact us to check availability (we limit bookings)
3. Pay a £250 deposit to secure your booking

Clear communication, organisation and expert skills are delivered throughout the 4 step process.



1. Discovery

We will ask you to complete a discovery form so we can create moodboard using your reference images, theme and vision. You let us know what you like or dislike so we can move to the next stage.

2. Drawing

Your story is hand drawn and painted, just for you following feedback from your moodboard. This stage takes time but we will keep you updated on progress and may be in touch to ask questions if we'd like to know more about your day.

3. Design

All work is created from scratch on paper. Using expert skills and lots of experience we bring your artwork to screen and start transforming illustrations into a design tailored to your chosen invitation format and incorporating your text.

4. Delivery

Design drafts are sent by email for you to review and amends are made. When you are happy with your final proof we ask our trusted suppliers to print your bespoke artwork on to luxury materials. Your stationery is sent to us where we quality check and package your order in our signature boxes before they are couriered to you directly.

Handy Hints

There are no rules, but here are a few questions to consider when planning your wedding stationery.

What will you need?

How many guests are you inviting?

Do you have more than one event?

What key information do your guests need?

Would you like plain or printed envelopes?

Would you like on the day items too?

Information

Would you like formal or informal text?

What are the timings for your day?

What is the venue address?

Is your venue easy to find?

Would information on the local area be helpful?

Will you have a dress code?

Do you have a gift list?

Will you need to collect dietary requirements?

Would you like to collect a song choice?

Do you have any special instructions?

Timeframes

When would you like to send your invitations out?

How would you like your RSVPs returned?

When would you like your RSVPs returned by?

What are the current lead times for drawing, design, print and delivery?

Have you added a buffer for unforeseen issues?

Have you checked availability?

Have you secured your booking with a deposit?

Pricing

Invitations

Choose your invitation format and qty. Your design fee is included in this price. Use the design across any additional printed items.

Item/Qty/£	10 (or PDF)	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
A6 Flat (148mm x 105mm) 2 sides, postcard size, printed on 300gsm textured card stock.	400	430	460	490	520	550	580	610	640	670	700	730	760	790	820	850	880	910	940	970
A5 Flat (210mm x 148mm) 2 sides, printed on 300gsm textured card stock.	450	480	510	540	570	600	630	660	690	720	750	780	810	840	870	900	930	960	990	1020
A5 Folded (297mm x 210mm) 4 sides, greeting card style, printed on 300gsm textured card stock.	750	780	810	840	870	900	930	960	990	1020	1050	1080	1110	1140	1170	1200	1230	1260	1290	1320
Roll Folded (420mm x 210mm) 6 sides, folds twice, printed on 300gsm textured card stock.	950	980	1010	1040	1070	1100	1130	1160	1190	1220	1250	1280	1310	1340	1370	1400	1430	1460	1490	1520

Additional Items

Use the invitation design across any additional printed items.

Item/Qty/£	10 (or PDF)	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
Information Insert (A6 Flat) 2 sides, printed on 300gsm textured card stock.	75	78	80	83	88	90	92	95	98	100	102	103	111	115	119	122	130	134	138	142
Information Insert (A5 Flat) 2 sides, printed on 300gsm textured card stock.	78	83	90	95	100	103	115	122	134	142	154	162	174	181	193	201	213	221	233	241
Map Insert (A5 Flat) 2 sides, printed on 300gsm textured card stock.	123	128	135	140	145	148	160	167	179	187	199	207	219	226	238	246	258	266	278	286
Invitation with Alternative Information Text (E.g. Evening/Event/Language) Roll Folded (420mm x 210mm) 6 sides, folds twice, printed on 300gsm textured card stock.	150	155	160	165	170	175	180	185	190	195	200	205	210	215	220	225	230	235	240	245

Pricing

On the Day

If you have ordered invitations your design can be used across items and prices are detailed below.

Alternatively you can choose from our existing designs in the online shop, or contact us directly for a bespoke commission of on the day items.

Item/Qty/£	1	up to 10	up to 15	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170
A5 Table Names/Numbers (210mm x 148mm) 2 sides, A5 size, printed on 250gsm textured card stock.		105	125																	
A5 Menus (210mm x 148mm) 1 side, printed on 250gsm textured card stock.				100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260
DL Menus (210mm x 99mm) 1 side, printed on 250gsm textured card stock.				100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260
Personalised Tent Fold Place Cards (90mm x 90mm) 1 side, folds, printed on 250gsm textured card stock.				95	105	115	125	135	145	155	165	175	185	195	205	215	225	235	245	255
Welcome Board (596mm x 841mm) 1 side, printed on 5mm Foam-core or 10mm Eco-Board	125																			
Table Plan Board (596mm x 841mm) 1 side, printed on 5mm Foam-core or 10mm Eco-Board	175																			
On The Day Board (with illustrations) (596mm x 841mm) 1 side, printed on 5mm Foam-core or 10mm Eco-Board	175																			
A5 Order of Service Card (210mm x 148mm) 2 sides, flat, printed on 250gsm textured card stock.				100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260
A5 4pg Order of Service Booklet (210mm x 148mm) 4 page, folded, printed on 250gsm textured card stock.				130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	280	290
A7 Personalised Escort Cards (74mm x 88mm) 2 sides, flat, printed on 250gsm textured card stock.				95	105	115	125	135	145	155	165	175	185	195	205	215	225	235	245	255
A5 8pg Order of Service Booklet (best for hymns) (210mm x 148mm) 8 page, folded, printed on 250gsm textured card stock.				260	270	280	290	300	310	320	330	340	350	360	370	380	390	400	410	420

Terms & Conditions

By placing your order you agree to these terms and conditions and a contract is formed between you and Zoe Barker Design. We request written confirmation that you would like to place an order. This can be supplied by email.

Design & Copy Right Moodboard: Your moodboard may not contain original drawings but it will showcase examples of colours, styles and techniques. Following feedback from your moodboard I provide reasonable amends until you are happy. Reasonable amends include up to 3 sets of amends to your first draft design. This equates to 3 digital PDF proofs at low resolution or watermarked to protect our intellectual property. It is at my discretion to charge a nominal fee for any additional proofs requested. **Portfolio Design:** You agree to using the existing design format with customisation. I provide 2 sets of amends, which equates to 2 PDF proofs at low resolution or watermarked to protect our intellectual property. It is at my discretion to charge a nominal fee for any additional proofs requested. **Bespoke Design:** If your brief changes dramatically and requires a re-design or re-draw during any part of the design and print process we reserve the right to stop work and revise our quotation and/or invoice. Quotations are based on an hourly rate of £50 per hour for any re-design, re-painting or new illustration work required following amends to the first design draft. Additional drawings in line with your original brief are included in your existing quotation. **Print:** Sometimes, colours on screen can differ to the printed item. I offer printed proofs for a nominal fee on request and cannot be held responsible for re-prints due to colour differences. If the original quoted material is not available at time of print we reserve the right to replace with a material of same quality and best match. We will always inform the client if this occurs. **Copyright:** All designs and illustrations are copyright of Zoe Barker Design and can be used in portfolios or re-worked for new designs. I will not re-create bespoke designs but copyright remains with Zoe Barker Design and must not be used or combined with any other artwork or design. To protect livelihood and maintain authenticity and quality of design work I ask that no designs be replicated, re-used, copied or edited in any way. **Digital Files:** I do not send any digital or editable artwork or design files. A release fee is applicable if you require original artwork files to re-create printed items or replicate designs and will be imposed if my design is found to have been replicated in any way. This release fee is in place to protect the livelihood and integrity of Zoe Barker Design.

Payment Quotations are valid for 14 days from date of

issue, we will notify you of any changes in price or product if this date is exceeded when you place your order. Your invoice will be sent directly and a non-refundable deposit payment of £250 is required on receipt and before work commences. Payment of your deposit secures a design slot in line with the agreed 6-10 week schedule. Final balance will be requested within 6 weeks of your invoice date and always prior to print. We request acceptance of your order in writing by email. By accepting our quotation and placing your order you agree to our terms and conditions. Payment should be made to Zoe McCarthy, Lloyds Bank, sc: 30-90-85 acc: 01000032. Your printed items will be allocated for print upon placing your order in line with availability and schedule. Should this allotted time move the invoice is still payable as per the payment terms. The 6-10 week schedule might not be scheduled in consecutive weeks, but will always be scheduled in line with your wedding date.

Postage & Packaging Postage and packaging is charged per dispatch and is calculated using size and weight of parcel. We can deliver both nationally and internationally and prices are quoted individually. We offer standard, tracked and guaranteed delivery but cannot be held responsible for the loss or damage of any parcels that have been sent by standard post without tracking. Once final proofs are signed of print and delivery is arranged using given delivery address unless otherwise stated.

Refunds & Exchanges All work is bespoke by nature and as such we don't offer refunds on products or design time. All items are quality checked before they are forwarded on to the client. Should we have any problems with stock quoted we reserve the right to source an alternative like for like product.

Cancellation If there is any reason that I cannot fulfil your order I will arrange for a trusted colleague or supplier to liaise with you and complete your work at no extra cost to you. If this is impossible to arrange I will arrange a refund on any works not undertaken. We reserve the right to cancel your order if we receive abusive or threatening communication directly or indirectly and any monies paid will be non-refundable. If your demands exceed your agreed quotation we reserve the right to re-quote or cancel our agreement and cease working on your order. If you require additional work we will provide a quotation and stop all works until an agreement has been made on direction and action. Our hourly rate is £45 per hour and will be charged accordingly at our discretion. Should we have any problems with our outsourced stock quoted we reserve the right to source an alternative like for like product and you will be made aware.

Timescales It is your responsibility to provide time sensitive information within the agreed timescale. We cannot be held responsible for any delay to print and delivery caused by late provision of information including feedback on proofs and amends to copy or design. Payment must be made in full before print and delivery can be arranged regardless of agreed delivery timeframe. It is at our discretion to withhold designs until balance is cleared. Although we will guide you with regards to timeframe and deadlines we cannot be held responsible for delays to design or print due to any delay in communication or provision of information. Timescales are estimated and depend on scope of project and availability. We aim to order the print of your items within 48 hours of your approved final proof. We are not able to adjust print orders once your final proof has been approved and quantities confirmed. We aim to return any amends to copy and layout within one week or in line with your schedule. Please be aware that we are working to multiple deadlines and have carefully scheduled your work in line with your required date. As such we are not on call to make amends ad-hoc but request full set of amends that can be worked on within your allotted timeframe.

Short Notice Orders placed within 6 weeks of the required date are classed as priority, short notice or rush jobs and may incur an additional fee. Lead times for rush jobs will be detailed on an individual basis. Items printed at short notice will be sent directly from the printer to the client and as such we cannot be held responsible for any errors in print or delays to delivery that are out of our control. By placing a rush job order you agree to the non-refundable fee and understand that we cannot be held responsible for any quality issues or print errors nor can we organise a re-print or a refund at such short notice.

Privacy Policy You can request a copy of our privacy policy at any time by emailing hello@zuebarkerdesign.co.uk or you can view it here.

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