



LILAC SUEDE CLIENT CONTRACT

Thank you for choosing Lilac Suede as your wedding stationery designer.

Lilac Suede is a custom invitation and graphic design boutique. We'll give you the look you want, with the budget you desire and 100% satisfaction of your product.

All designs are custom created or you have the option to choose from our showroom. We will provide you with up-to five different designs. You have final say before anything gets printed and are able to look at the designs at any time via email, print (per request) or by appointment. Once you've received the designs, you can mix and match colors, fonts, layouts and sizes; you can also do this with items from our showroom collection. Lilac Suede will make your invitations be exactly what you are dreaming of, because making you smile, makes us beam.

Lilac Suede has the right to showcase all stationery on our website and social media as well as at any marketing event or website, after your event date.

Lilac Suede will provide you with your invitations and all envelopes, both inner (if requested, for a fee) and outer along with a postcard response card or response card with envelope (if requested, for a fee), a reception card of your choosing, and any additional invitation pieces needed. All stationery items will be cut to size with the option of Lilac Suede assembling your invitations for an additional fee. (This is for pocket, and/or matte invitation assembly only. Double matte does cost extra.)

Lilac Suede will work with you in any way possible to ensure things get done on time however; you must secure our services 12 weeks prior to the wedding date or we will require an additional \$100 rush fee. If any changes/errors are made to ANY piece of stationery after you have given the final OK or received final prints, you are responsible for all extra design time, materials and/or print costs incurred – this applies to all wedding stationery needs. Review your invitation, mistakes can happen.

You are allowed three edits to the main invitation once the design has been established. All edits after will be charged \$15 per change/email. All additional pieces once received will also be allowed three edits or a \$15 fee per change/email will occur.

All invitation items MUST be approved 12 weeks prior to your wedding date, if we do not have approval, filled out forms or total amount needed, a \$100 rush fee will be applied (aside from orders placed after 12 weeks before the wedding date.) An additional \$50 fee for every week thereafter will be applied. You are solely responsible for ensuring items are approved within the 12 weeks. Lilac Suede will NOT reach out to you for this. We do ask for at least four weeks to do an invitation, if you need them within four weeks but your wedding is more than 12 weeks out, a \$65 rush fee will be included.

Invitations should be mailed out eight to ten weeks prior to your wedding. We would like to give you your invitations at least twelve-to-fourteen weeks prior to your wedding and would like to start the process as early as possible. However, this does not always happen and we will work with you to accommodate the needs in a timely fashion.

If full invitation packages need to be mailed to you, Lilac Suede will include \$50 of insurance and a tracking number - we are not responsible for lost items or time delays within the postal or shipping systems.

Programs, escort cards, bar signs, table numbers and any additional items needed for your wedding day must start within three (3) weeks of your wedding date, and must be approved ten (10) days prior to your wedding. If we do not have all information/approvals at this time we will require an additional \$60 rush order fee. Place cards are an exception and need to have design approval, as stated above, however we understand all guest information may not be known until one (1) week prior to your wedding. You are required to give Lilac Suede an excel spreadsheet seven (7) days prior to your wedding to ensure your place cards are done on time. If it is less than seven days a fee will be incurred.

An order form, contract and down payment must be filled out and received before Lilac Suede will begin working on your invitations. Sample designs will not be given without a non-refundable down payment.

An \$85 **non-refundable fee is required to begin the production of your invitations**, if you are doing pockets we ask for \$175.00. The remaining cost is due when your order goes to print and must be paid in full before stationery will be surrendered to you.

Should you decide to forgo using Lilac Suede or cancel your wedding, all supplies and designs and deposits become the property of Lilac Suede. Shall any type of global or state-wide emergency be placed and your wedding postponed, down payment and materials will be held/put towards your future date.

This is a binding contract between Lilac Suede and _____.
This contract is for the design and printing of invitations, programs, escort cards or other printed items stated within your order form - this contract does not include assembly or envelope addressing (as these are additional fee items).

Client Signature: _____

Amanda Fredrick - Lilac Suede Date: _____

Amanda Fredrick
Designer/Owner
Lilac Suede

*Rush fee costs, dates and sample items can be adjusted per Lilac Suede for any item related to your wedding at any time.



WEDDING ORDER FORM

PLEASE SUBMIT AN ORDER FORM FOR ALL WEDDING DETAILS

Please send to amanda@lilacsuede.com - **production will not begin until form, contract and deposit are received.**

An \$85 non-refundable deposit is required to begin the design of your invitation, \$175 for pocket invitations. You must order your invitations 12 weeks prior to your wedding day or you will be charged a \$100 rush fee.

Today's Date

Name

Address

Phone

Email

How did you hear about Lilac Suede
Please list groups/referrals/promo code

Type of invitation

- ☐ Flat invitation
- ☐ Flat invitation with matte backing
- ☐ Double sided invitation
- ☐ Single pocket
- ☐ Full pocket

I am here to help you in all aspects. Please list any special requirements/needs/ideas you may have.

Date of Wedding

Day of Wedding

- ☐ Friday ☐ Saturday ☐ Sunday

Amount Needed (estimate)

Theme of Wedding

Colors of Wedding

Invitation color

- ☐ Ivory ☐ White ☐ Other

Do you need an additional invitation

- ☐ Reception only invite (invited to dance only)
- ☐ Private ceremony invite (not enough space for all guests)
- ☐ Other

THE CEREMONY

Brides name as it should appear on invitation

Time of ceremony

State how you'd like the time to appear

- ☐ Three o'clock in the afternoon / half past
- ☐ Three-thirty p.m. / Three p.m.
- ☐ 3:30 p.m. / 3:00 p.m.
- ☐ Other

Times shown are not actual, only references of choices

State how you'd like the date to appear

- ☐ Friday, the twenty-fourth of October two thousand...
- ☐ Friday, October 24, 20XX
- ☐ Fun layout we discussed
- ☐ Other

Please list what you'd like the invitation to say - i.e.: parents names and so forth.

Please see our sample ideas below

1. Together with their parents
Donna White and Eric Plover
Would like to invite you in celebrating
Their marriage as two become one
3. Mr. and Mrs. Henry Tank
Request your presence at the marriage of their daughter
April Marie to Kyle Walter Snow
son of Mr. and Mrs. David Snow
5. Please join us on DATE
For the marriage of
Tatum Michelle Garboy and Thomas Michael Behr

Please note - you can list first names, first and last, or all three
and vary the choices between the Bride and Groom.

Grooms name as it should appear on invitation

Ceremony name as it should appear

Address of ceremony location

How'd you like your parents name(s) to appear

- ☐ No parents listed
- ☐ Together with our parents
- ☐ Together with our families
- ☐ Mr. and Mrs. John Doe
- ☐ Mr. and Mrs. John and Jane Doe
- ☐ John and Jane Doe
- ☐ Other

2. Mr. and Mrs. Gregory Tank
Request the honor of your presence
At the marriage of their daughter
April Marie Tank to Kyle Walter Snow
4. Mr. and Mrs. Tom Clark and Mr and Mrs. Don Gates
would like you to join them in celebrating
the marriage of their children
Becky Elizabeth Clark to Douglas Michael Gates
6. Ms. Abigail Clover and Mr. Eric Gaunt
Will be united in marriage on DATE
And are requesting your presence as they become one

THE RESPONSE CARD

Date you need your response card sent back

What would you like offered for a response

- ☐ Please respond by
- ☐ A response is requested
- ☐ Will you join us?
- ☐ Please RSVP
- ☐ The favor of a reply is requested
- ☐ Other

Are you offering meal choices

- ☐ Yes
- ☐ No

Please list your meal choices

Additional items you'd like listed on the card

- ☐ Song(s) you'd like to hear
- ☐ We've reserved "blank" seat(s) in your honor
- ☐ Number attending
- ☐ Dietary restrictions
- ☐ Other

THE DETAILS CARD

Venue name as it should appear

Address of venue

Timeline card / information

- ☐ Yes
- ☐ No

Please list the icons if specifics are desired

*All invitations include a response postcard.

Type of response card envelope is additional \$0.15/ea

- ☐ Postcard
- ☐ Reply card with envelope

What would you like offered for a reply

- ☐ Accept / decline
- ☐ Graciously accept / regretfully decline
- ☐ Will attend / unable to attend
- ☐ Wouldn't miss it / will celebrate from afar
- ☐ Yes! can't wait / unable to make it
- ☐ Other

Would you like me to address your response card

- ☐ Yes
 - ☐ No
- There is a \$15 fee

Name & address you'd like the response sent to

Time of dinner

Time of cocktail / hors d'oeuvres and / or dancing

Accommodations card / information

- ☐ Yes
- ☐ No

Please list codes / addresses / dates / phone

ADDITIONAL ITEMS

Please check all items that are needed / wanted

- ☐ Response card
- ☐ Details card
- ☐ Additional misc. information card
- ☐ Lined envelopes (extra charge)
- ☐ Inner envelopes (extra charge)
- ☐ Colored envelopes (extra charge)
Color
- ☐ Lilac Suede to address mailing envelopes (\$30)
- ☐ Print return address on mailing envelope
 - ☐ Back flap (\$15)
 - ☐ Left corner
- ☐ Matte backing
Color
- ☐ Glitter/Mirror backing
Color
- ☐ Belly band
- ☐ Emblem
- ☐ Lilac Suede to assemble invitations (extra charge)
(assembly - invite to matte and / or matte to pocket)
- ☐ Other

LILAC SUEDE CAN CREATE THAT TOO

Lilac Suede can help you out for the days leading up to and proceeding your big day.

If you check the box and don't want it or don't check it and do want it, no problem, I'm here either way.

- ☐ Save the date card / magnet
- ☐ Bridal shower invitation
- ☐ Rehearsal dinner invitation
- ☐ Thank you card (send within one year)
- ☐ Programs
- ☐ Escort cards (place cards)
- ☐ Day of itinerary cards
- ☐ Gift / favor tags
- ☐ Table numbers
- ☐ Bar signs
- ☐ Menu cards

Escort cards - you will send me an excel spread sheet one week prior to your wedding with wanted Information. All other items (programs, bar signs, table numbers, etc.) need to start production three weeks prior to your wedding day, I do ask for escort card **designs** to be approved three weeks prior as well.