



CUSTOM INVITATIONS - STATIONERY - FAVORS - EVENTS - DIGITAL ARTS

CLIENT NAME:
PROJECT DESCRIPTION:

DATE:
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PLEASE READ CAREFULLY, ESPECIALLY FOR NAMES, ADDRESSES, LOCATIONS, DATES AND TECHNICAL WORDS AND MARK ALL CHANGES ON MARGINS. EVENTS, INK IS NOT RESPONSIBLE FOR ERROR, EXCEPT THOSE MARKED ON THE RETURN PROOF. MARK "OK" OR "OK WITH ALTERATIONS" AS THE CASE MAY BE, SIGNING YOUR NAME SO WE MAY KNOW THE PROOF HAS REACHED THE PROPER PERSON. ALSO, PLEASE INITIAL EACH PAGE. ANY ALTERATIONS OR CHANGES FROM THE ORIGINAL COPY WILL REQUIRE AN ADDITIONAL CHARGE FOR TIME AND MATERIALS. THIS CHARGE DOES NOT APPLY TO CORRECTIONS – ONLY CHANGES. CANCELLATION CHARGES ARE BASED UPON COMPOSITION - TIME AND MATERIALS WILL BE INCURRED IF PROOF IS NOT ACTED UPON IN 7 BUSINESS DAYS. CLIENT CAN EXPECT ORDER TO BE COMPLETED 7 BUSINESS DAYS FROM FINAL APPROVAL OF ALL ITEMS NECESSARY TO COMPLETE INVITATION. CLIENT REALIZES THAT ANY CHANGES MADE, ONCE APPROVAL HAS BEEN GIVEN, WILL RE-START THE 7 BUSINESS TIMEFRAME. IT IS THE CLIENTS RESPONSIBILITY TO APPROVE ALL ITEMS IN A TIMELY MANNER – EVENTS, INK WILL HAVE NO RESPONSIBILITY FOR ORDERS THAT ARE DELIVERED TO CLIENT AFTER THE ESTIMATED DELIVERY DATE DUE TO FINAL PROOFS NOT BEING APPROVED, MATERIALS NOT BEING DELIVERED OR PROVIDED BY THE CLIENT IN A TIMELY MANNER. CLIENT REALIZES THAT ALL INVITATIONS ARE CUSTOM AND HANDMADE AND A REASONABLE AMOUNT OF TIME IS REQUIRED TO COMPLETE THE ORDER. CLIENT AGREES TO PAY ADDITIONAL RUSH FEES OF \$100.00 PER ORDER IN ADDITION TO THE ORIGINAL INVITATION AMOUNT SHOULD THEY REQUIRE THE ORDER RUSHED. EVENTS, INK WILL MAKE EVERY EFFORT TO ACCOMMODATE RUSH ORDERS BUT WILL NOT GUARANTEE ITS ABILITY TO DO SO. ALL RUSH REQUESTS WILL BE EVALUATED BASED UPON EXISTING WORKLOADS AND PRIOR COMMITMENTS.

PLEASE INITIAL EACH COMPONENT (INVITATION, RSVP CARD, RETURN ADDRESS, ETC.)

- PROOF OK, PROCEED WITH PRINT
- PROOF OK WITH CORRECTIONS – PROCEED WITH PRINT
- PROOF OK WITH CORRECTIONS – SECOND PROOF REQUIRED (\$5.00 PROOF CHARGE)
- MAKE CHANGES – SECOND PROOF REQUIRED (\$10.00 PROOF & CHANGE CHARGE)

NOTES: _____

APPROVED BY: _____ DATE: _____

PLEASE NOTE – FAXING WILL DISTORT BOTH PRINT SIZE AND SPACING. EVENTS, INK IS NOT RESPONSIBLE FOR ANY DISCREPANCIES IN THESE AREAS. PLEASE SIGN THE ABOVE ALONG WITH THE PROOF APPROVAL INDICATING WHETHER OR NOT ADDITIONAL PROOFING IS REQUIRED.

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