



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 per piece of stationery. 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.)

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 are made to ANY piece of stationery after you have given the final OK, you are responsible for all extra design time, materials and/or print costs incurred - this applies to all wedding stationery needs aside from invitations.

All invitation items **MUST** be approved 12 weeks prior to your wedding, if we do not have approval or total amount needed, a \$60 rush fee will be applied (aside from orders placed after 12 weeks before the wedding date.)

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 and paper 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 at the time of pick-up.

Should you decide to forgo using Lilac Suede or cancel your wedding, all supplies and designs 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 only for any item related to your wedding.

**Fees and dates will never increase only decrease or be eliminated.