



KATIE RHEA
STOKES

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INVITATION DESIGN PROCESS

... 1 ...

GETTING ACQUAINTED

I'll need to gather specifics on your needs, vision, budget, and time frame. This can be accomplished by e-mail, phone or I am happy to schedule a meeting time with St. Louis based clients.

... 2 ...

SELECTING KATIE RHEA STOKES

Once I have a clear understanding of your project details, I will send you a Custom Work Estimate & Contract Work Agreement that outline the basics of the project and confirms your commitment to Katie Rhea Stokes as your invitation designer. At this point, I require a 50% deposit of the estimate to confirm your spot in the production schedule.

... 3 ...

DESIGN & PRODUCTION

Once the deposit is received, I will put together 1-2 Design Options for your review, which include proposed paper stock, layouts and costs for printing, materials, and assembly (if applicable). Three rounds of revisions are included in the initial price estimate and additional changes will be charged per instance. I will work with you to ensure your satisfaction with the overall execution of the design as outlined in the Contract Agreement. Once you have approved a Design Option, production begins! You will have the opportunity to proof each piece before printing starts.

... 4 ...

TURNAROUND & DELIVERY

The remaining balance, including shipping charges, is due upon delivery of the final product. Personal check and credit cards are accepted. Hand delivery options are available for St. Louis clients; all other deliveries are shipped (with insurance) UPS Ground unless otherwise requested.

Rush requests are considered on a per case basis.

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