

# sarah bohl

CALLIGRAPHY & HAND-LETTERING



## CLIENT INFORMATION FORM

Please read, complete, and return the client form as soon as possible in order to insure availability in the calligraphy schedule. You may email to [sarahbohldesigns@gmail.com](mailto:sarahbohldesigns@gmail.com) or mail to 4246 35th St South, Arlington, VA 22206.

PROJECT START DATE (APPROX.)

EVENT DATE

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NAME(S)

EMAIL

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PHONE

ALT. PHONE

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SHIPPING ADDRESS

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CALLIGRAPHY STYLE *(choices available at [www.sarahbohldesigns.net](http://www.sarahbohldesigns.net) unless you have discussed a custom style with Sarah)*

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INK COLOR

MARRIED NAME OF COUPLE *(wedding inquiries)*

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# OF PLACE CARDS   # OF ESCORT CARDS

# OF OUTER ENVELOPES   # OF INNER ENVELOPES

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*your best estimate*

*your best estimate*

CONTRACTED PHOTOGRAPHER FOR YOUR EVENT *(to gain permission for images)*

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I HAVE READ AND UNDERSTAND ALL OF THE TERMS FOUND IN THE CLIENT INFORMATION PACKET:

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*signature*

*date*

4246 35th St South  
Arlington, VA 22206

[sarahbohldesigns@gmail.com](mailto:sarahbohldesigns@gmail.com)  
573.587.3211

[www.sarahbohldesigns.net](http://www.sarahbohldesigns.net)  
[instagram.com/sarahbohldesigns](https://www.instagram.com/sarahbohldesigns)

## PAYMENT + DEPOSIT

A 50% deposit is required to hold your place on the calligraphy calendar. As soon as you have contacted Sarah about her availability, we will send you an electronic invoice. This may be paid by PayPal, credit card, or personal check, and your spot will be reserved as soon as the deposit is received. This deposit is applicable toward your order and is refundable until work on your project begins. Once work begins, we are not able to give refunds due to the handwritten nature of the work. The remainder of payment is due when your project is completed.

## YOUR GUEST LIST

Please submit your lists exactly how you would like them to appear on the envelopes. Please double check your list, especially names and zip codes. Lists can be submitted in either Microsoft Word or Excel format. If you have an inner envelope, please have those names in a separate column. Also, any abbreviations (besides state abbreviations) should be spelled out. Unless otherwise specified, I will write the state name in full. The following are some examples of how this might look according to your preference:

Ms. Sarah Moore  
Mr. Eric Bohl

Ms. Moore and Mr. Bohl

4246 35th Street South  
Arlington, VA 22206

The Honorable and Mrs. David Strom  
80 North Ridge Road  
Sikeston, MO 63801

The Honorable and Mrs. Strom

Doctor Amanda Burke and Mr. Austin Burke  
537 Kensington Way  
Number 3  
McLean, VA 22101

Mandy and Austin

*\*if you need help with specific envelope etiquette questions, feel free to ask! I usually refer to Emily Post.*

### ADDITIONAL ENVELOPES/PLACE CARDS/ESCORT CARDS

Hand-written work with dipped ink and nibs is a fragile process and errors are inevitable! For orders over 100 items, please include 15% additional pieces. For orders 50-100, no less than 15 extra pieces should be included and for orders 0-50, please include at least 10. This is an industry standard and your stationer should be well-versed and help you order more items for what is usually a nominal cost.

### PLACE CARD AND ESCORT CARD LISTS

You may submit your place card or escort card list in either Word or Excel format. Please double check your list and make sure each name appears exactly how you would like it written. If you need table numbers written on your escort cards, please make sure the list is sorted by table, not alphabetically.

### INK COLORS

I have a variety of ink colors available to you as well as the ability to mix custom colors. Standard Ink colors are black, white, navy, and gray. If you would like a metallic color or a color custom mixed to match a printed color, there is a one-time \$15 charge.

### TEXTURED MATERIALS

I have worked with a large variety of textured materials, but please keep in mind that the style of lettering or the ink used may vary depending on the texture of your materials.

### DELIVERY OR SHIPPING

You may chat with me about how to get your materials to me and how to get them returned when the calligraphy is completed. You are more than welcome to drop by or pick them up at my house by scheduling an appointment, I am also able to make deliveries within the beltway, depending on my schedule, for a \$25 fee. You may have your printer ship the envelopes/cards directly to me from the factory. For out of town orders, please allow 5-7 extra days in your schedule so I can ship the envelopes back to you.

### TURN-AROUND TIME

The standard turn-around is 7-10 days for 200 envelopes/cards or less; 10-14 days for 200+; you will be given a specific quote on when you can expect your project to be completed. Please keep in mind that this work is completed by hand and there is a rare occasion when your project can be delayed. If that were to happen, we will communicate the delay as soon as we know about it. Turnaround does not start until list, envelopes, and deposits are received.

### RUSH ORDERS

Rush orders are welcomed if there is availability in the calligraphy calendar. This will not mean that the work is rushed, it means that your order will be placed before someone else's. Due to this, there is a 50% up-charge for rush orders.

### EXTRA ENVELOPES AND CORRECTIONS

I understand that guests need to be added at the last minute or someone might have been accidentally left off your original guest list! It is very common. I like to keep 5 extra envelopes after I finish your project in case this happens. If you realize this, PLEASE let me know within 48 hours of receiving your completed calligraphy. Later additions or corrections will be billed directly to you via electronic invoice. Corrections/additions are usually completed within 2-3 business days and can be mailed to you or we can arrange a pick up.

I go through great pains to make sure there are no errors in your order. However, if you do find an error, please let me know within 48 hrs of receiving your order. I will correct the error within 24 hours at no extra cost to you.

### EXTRA PLACE CARDS/ESCORT CARDS AND CORRECTIONS

The same policies apply to place cards and escort cards with one exception: if you, the client, add or correct names within 36 hours of your event, there will be a 50% rush fee applied.

Feel free to contact me with any other questions or concerns! I am here to help!