



Envelope Addressing Rates and Information

Outer envelope	\$5	per envelope
Inner envelope	\$2	per envelope
Opaque/colored envelope	\$0.50	additional per envelope
Custom ink color	\$40	flat fee
Metallic ink	\$40	flat fee

- All calligraphy written by hand by Grace Hall.
- Base pricing assumes black ink on unlined, white/ivory/ecru envelopes. Opaque (lined or colored) envelopes incur \$0.50 additional charge since Grace cannot see her guidelines through the envelope and must use a more time-consuming method to layout the name/address.
- Minimum order of \$400
- Client provides envelopes. Please provide 15% additional envelopes to allow for additions and corrections.
- Pickup and delivery of envelopes available within five miles of 35223. Client responsible for any applicable shipping costs.
- Allow seven days per 100 inner & outer envelope set. Subject to Grace's availability, jobs with shorter time frames could be accepted and rush fees would apply.
- Submit guest list via email as an Excel spreadsheet file. Grace Calligraphy is happy to provide a guest list template.
- Guest names and addresses will be penned exactly as they appear on your list. Please double-check etiquette resources, spell out abbreviations, etc. before submitting your list.
- One round of additions and corrections after delivery of completed envelopes. Additional rounds of additions/corrections are subject to availability and incur a \$30 setup fee.