



questions TO ASK ABOUT WEDDING INVITATIONS

STATIONER:	
CONTACT INFO:	

The Basics

HOW LONG HAVE YOU BEEN IN BUSINESS?:

HOW MANY WEDDING INVITATIONS HAVE YOU DESIGNED?:

WHAT IS YOUR DESIGN BACKGROUND?: <i>NOTE: This may or may not involve formal training. Remember, "good taste" isn't necessarily something that can be taught!</i>

WHAT TYPES OF PRINTING PROCESSES DO YOU OFFER AND WHICH DO YOU SPECIALIZE IN?:

WHICH DO YOU RECOMMEND FOR MY BUDGET AND STYLE?:

IS YOUR PRINTING DONE IN-HOUSE OR DO YOU OUTSOURCE IT?: <i>NOTE: Printing is usually less expensive if it's outsourced. However, a possible benefit of in-house printing is a quicker turnaround time, which could come in especially handy if any reprinting (say, due to an error) is required.</i>



DO YOU OFFER CUSTOM INVITATIONS AS WELL AS TEMPLATED STYLES?:

☐

YES

☐

NO

IS THERE A FEE IF I WANT TO ORDER A SAMPLE? IF SO, HOW MUCH?:

IF I CHOOSE A CUSTOM WEDDING INVITATION, WHAT ARE MY OPTIONS FOR COLOR, PAPER TYPE, INK AND FONTS? WHAT IS THE WORD LIMIT FOR THE TEXT?:

CAN I ALSO ORDER MY TABLE NUMBERS, PLACE CARDS, ESCORT CARDS, CEREMONY PROGRAMS, MENUS, ETC. FROM YOU? WHAT ABOUT SIGNAGE?:

DO YOU OFFER A PACKAGE OR A DISCOUNTED PRICE IF I ORDER ALL OF MY WEDDING STATIONERY COMPONENTS AT THE SAME TIME?:

IF I WANT TO INCLUDE A PICTURE OR GRAPHIC ON MY SAVE-THE-DATE CARD OR INVITATION, CAN YOU ACCOMMODATE THAT? IF SO, DOES THE IMAGE NEED TO BE SAVED IN A SPECIFIC FORMAT?

DO YOU HAVE PHOTO RETOUCHING AVAILABLE, AND IF SO, WHAT IS THE PRICE RANGE? CAN YOUR PHOTO SPECIALIST ALSO CONVERT COLOR IMAGES TO BLACK & WHITE OR SEPIA? IS THERE AN ADDITIONAL COST?

ARE THERE ANY NEW STYLES, TRENDS, OR COLOR COMBINATIONS I MIGHT CONSIDER?
WHICH ARE THE MOST POPULAR?:

WHAT KINDS OF HANDMADE OR ARTISANAL PAPER DO YOU OFFER?:

NOTE: The answers to these questions will give you a sense of how creative and on-trend your invitation professional is.

CAN MY INVITATIONS BE PRINTED ON RECYCLED OR PLANTABLE PAPER, AND/OR WITH
SOY-BASED INK?:

BASED ON THE PAPER I SELECT AND THE NUMBER OF PIECES INVOLVED, WHAT WOULD IT
COST TO MAIL MY WEDDING INVITATION?:

NOTE: If you use a non-standard sized envelope, postage may be more expensive.

The Business

ONCE I PLACE MY ORDER, HOW LONG WILL IT TAKE TO HAVE THE COMPLETED
INVITATIONS DELIVERED?:

DO YOU HAVE RUSH-ORDER AVAILABLE AND WHAT ARE THE EXTRA FEES?:

WHAT ARE THE SHIPPING METHODS AVAILABLE TO ME, AND THEIR RESPECTIVE COSTS?:

IF THE INVITATION INVOLVES MULTIPLE PIECES, CAN YOU ASSEMBLE THEM? IF SO, IS THERE AN ADDITIONAL FEE? HOW WILL THE ASSEMBLY AFFECT MY DELIVERY DATE?:

DO YOU OFFER AN INVITATION ADDRESSING SERVICE? IF SO, WHAT IS THE CHARGE FOR THIS?:

WHAT LETTERING STYLE OPTIONS ARE AVAILABLE FOR ADDRESSING? WILL THE LETTERING PUSH BACK MY DELIVERY DATE?:

WHEN IS PAYMENT DUE?:

I WILL HAVE AN OPPORTUNITY TO SIGN OFF ON MY INVITATION PROOF BEFORE YOU SEND MY ORDER TO PRINT, RIGHT?:

IF MY PRINTED INVITATIONS DON'T MATCH MY APPROVED PROOF, WILL MY INVITATIONS BE CORRECTED AND REPRINTED AT NO ADDITIONAL COST?

HOW MUCH ADDITIONAL TIME WILL IT TAKE TO REDO MY ORDER IF THERE IS A PROBLEM WITH IT?:

WHAT IS YOUR REFUND POLICY IF FOR SOME REASON I NEED TO CANCEL MY ORDER?:

WHEN CAN I EXPECT TO RECEIVE MY CONTRACT FROM YOU?:

ARE THERE ANY ADDITIONAL FEES THAT HAVE NOT ALREADY BEEN TAKEN INTO ACCOUNT?:

CAN YOU PROVIDE ME WITH THE CONTACT INFORMATION OF 3-4 RECENT REFERENCES?:

notes

Useful Tips:

- **Insist on getting a proof.** Have at least two other people review all your proofs before you sign off on them—it's amazing what a fresh pair of eyes will see!
- **If ordering online, remember that color resolution can vary drastically between screens.** The best way to guarantee the exact color you want is to ask that a sample be snail-mailed to you.
- **If you order your invitations from an online company,** make sure your contract states that they will correct mistakes they make for free.
- **Order 20–30 extra save-the-dates and/or invitations with envelopes** in case you have to add to the guest list or you make a mistake when assembling or addressing the envelopes.
- **Give a full invitation suite to your photographer** for detail shots, and of course, tuck away a keepsake invitation for you!
- **Save-the-date cards should be sent out 6–9 months prior to your wedding.** For destination weddings or weddings around a holiday, consider sending them even earlier.
- **Invitations should be sent out 6–8 weeks prior to your wedding.** For destination weddings or weddings around a holiday, consider sending them even earlier.

notes

types