

# *A Touch of Ink Calligraphy*

*Jean Yoda*

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## *Hand - Lettering Price List*

*Maximum Turn Around Time: Two weeks. If you need your envelopes to be lettered earlier than two week time frame, please call for Rush Order Prices.*

### **Regular Envelopes: White or Ecreu without a heavy liner**

- **Outside: \$3.75**  
3 lines including zip code. Additional lines \$1.00 each.
- **Inner Envelope: \$1.50 (This is not the RSVP envelope.)**

### **Other Envelopes:**

- **Thick, Lined, Shimmery Envelopes, and Dark Envelopes: \$4.25 each**  
3 lines including the zip code. Additional lines \$1.00 each.

### **Ink Colors:**

- **Black Ink: No extra charge.**
- **Color or Metallic Ink: Add .25 per envelope**

### **Other Calligraphy Prices:**

- **Return Address Lettered: \$2.25 for 2 lines \$2.75 for 3 lines**
- **Response Card Envelopes Addressed: \$3.00 (same address)**

### **Escort Cards and Place Cards: Calligraphy only.**

- **Escort cards (Name and Table #): \$2.00 each for 1 name.**  
Add \$1.00 for a 2<sup>nd</sup> name per card.  
Adding a table "name" instead of table number - Add .25 per card.
- **Escort Envelopes and Inner Cards \$2.50 each (Name on Envelope and Table Number on card)**  
Add \$1.00 for a 2<sup>nd</sup> name on the envelope.
- **Place Seating Cards: 1.50 each (Names only)**

**Escort and Place Cards are not provided.**

***Rush Orders: Call for prices.***

Please Note: All calligraphy lettered for New Jersey customers is subject to NJ Sales Tax.

In order to make the calligraphy process run smoother; please follow the following:

1. Order **20-25** extra envelopes per every 100 invitations. (inner and outer envelopes).
2. Please mail me a typed list in a Word document. The font size should be size 18 or 20 Times New Roman or Arial. The list should be formatted in one column only. I find that when the addresses are 18 or 20 points in size, and only four or five per page, I make less errors. This format makes the calligraphy and the proofreading process go much smoother. I do not work from Excel Spreadsheets.
3. Please make sure there are two spaces between the addresses.
4. Please do not use any abbreviations. Spell out all names, street, city and state. Do not use the ampersand.
5. The best way to set up your list on a word processor would be:

Mr. and Mrs. Wayne Yoda  
2008 Tally Ho Drive  
Wall, New Jersey 07719

6. Please email your list to me. [jyoda@atouchofink.com](mailto:jyoda@atouchofink.com)
7. You may call or text me at (732) 556-0167.
8. Please do not call before 8:00 AM or after 10:00 PM.

\*\*\* Out of the Area or Out of State – Please use FedEx, UPS, DHL, or U.S. Postal Service to send your envelopes. Final payment including return shipping will be due upon the completion of the job. Remember to insure the package. If sending your envelopes, I will email you my address.

I will send the package back to you as you request it to be returned to you – ie. 2-Day, Overnight or Express. I will then add the cost of shipping and insuring the package to your invoice.