



## renée rodriguez designs

### Design Process

The invitation sets everything in motion and will give your guests a glimpse into your celebration. This is your defining moment and your distinctive style should be reflected in every exquisite detail.

#### GETTING TO KNOW YOU

The custom design process will begin with an initial phone meeting to discuss the details of your event, design style and your invitation budget. I will send you a box with samples of paper, envelopes and invitations to help with the design process.

#### THE DETAILS

After reviewing the samples, we will discuss the project parameters once again over the phone or via email. I will then provide a custom price estimate that will list the total cost, deliverables and time schedule for the project to review. This process will take 3-5 days depending on the complexity of the project. Once the details have been agreed upon, you will be provided with a Design Contract to outline details of your design project.

At this time you should provide the information needed for the design of your project.

- The wording of your announcement
- The wording of your invitations and enclosures
- The dates, times and address of the venue
- Wording for programs and menus
- Images and inspiration that will help with the design process
- How many invitations are needed.

The design process will begin after the Design Contract has been signed and a 50% deposit has been received.

#### THE DESIGN PROCESS

Once the details are in place I will then begin the custom design process and you will be provided with a few options via e-mail to review. This process usually takes 5-7 days depending on the complexity of the design.

Upon approval of the final design proof, please allow 6-8 weeks for the production and assembly of your invitations. At this time I will request the balance of the invoice to begin the production process.

#### DELIVERED TO YOUR DOORSTEP

All orders are shipped UPS Ground. You must sign for your package. I am not responsible for lost or stolen packages. A UPS tracking number will be emailed to you once your order has shipped. You may also ship UPS 3 or 2 Day at an additional expense and must be requested at the time of your final proof.

#### LAST BUT NOT LEAST

The goal of Renée Rodriguez Designs is to ensure the entire process is not only absolutely fabulous, but filled with fun and celebration - no stress allowed.



renee rodriguez designs

## Work Order

Client Name	
Project Description:	
Phone	
email	
Address	
Event Date	

notes:



renee rodriguez designs

## Project Estimate

Client Name	
Project Description:	
Phone	
email	
Address	
Event Date	Dec 12, 2010

Description	Quantity	Unit Price	Cost
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Shipping			\$0.00
		Subtotal	\$0.00
		Tax	\$0.00
<b>Total</b>			<b>\$0.00</b>



### Design Agreement Contract

Thank you for choosing Renee Rodriguez Designs for your design needs. I am pleased to have the opportunity to help you create the perfect design for your event/ business. This contract is to clarify and explain the designing and approval process of creating your invitation/business brand. A clear understanding of both is essential for a productive and comfortable relationship.

#### Terms & Conditions:

To begin the design process a quote will be provided to you outlining the cost of the job requested. In order to start the design process, the quote must be signed and agreed upon, and a deposit of 50% must be sent to Renee Rodriguez Designs. A PayPal request will be issued or you may send a personal check.

Once the process begins you will have three to four design options to choose from, once you have chosen your design, you will have up to three changes which are included in your initial price. Additional changes are \$25.00.

When a proof is approved by the client, Renee Rodriguez Designs is not responsible for any mistakes printed that match the approved proof. This includes any spellings, dates, days, addresses, spaces, graphics, etc. that may be incorrect. Renee Rodriguez Designs will do it's best to ensure everything is correct, mistakes can occur.

In the event that Renee Rodriguez Designs is responsible for a mistake, we will take full responsibility to make the necessary arrangements to correct the situation.

#### Design Process Time Line

Please allow up to 5 days for a proof of your design once all of the necessary information has been provided.  
Please allow up to 48 hours for edits from the clients to be made by Renee Rodriguez Designs.  
Please allow up to 24 hours for email responses or returned phone calls.

#### Turn Around/Printing

Please allow 12-14 day turnaround once you approve our proof to complete your project (unless notified) Your Job will not be printed without your signed or emailed approval and an approved quantity.

Seating Charts and Place cards have a 7 - 10 day turn around.

Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



### Information Request

Renee Rodriguez Designs has provided the list below to obtain the necessary information for your design.

1. Invitation wording:

- Time
- Date and Year of Event
- Address
- Full Name of Bride and Groom or Honoree
- Other Names or Details

2. RSVP wording

3. RSVP Date

4. Return Address for RSVP envelope

5. Full Address To Event Location

6 Map/Directions to the event

7. Addresses for Addressing Envelopes (Word Document)

Please set up:

- Name
- Street
- City, State
- Zip Code
- (space)

Please spell out street additions ( St., Ave., Ct. ) & spell out city & state

Additional information needed:

---

---

---

### Payment

A 50% deposit is required to start the design process. You may pay by check or PayPal. After you have approved your job to be printed, payment in full is required.

Mail payment to:  
Renee Rodriguez Designs  
1129 S. 7th Street  
Ann Arbor, MI 48103



renee rodriguez designs

## Invoice

Client Name	
Project Description:	
Phone	
email	
Address	
Event Date	Dec 12, 2010

Description	Quantity	Unit Price	Cost
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Shipping			\$0.00
		Subtotal	\$0.00
		Tax	\$0.00
		<b>Total</b>	<b>\$0.00</b>