







# HOW TO ORDER

Because every wedding is so special and unique, it's impossible to place an order with just a click of a button. There are so many details to discuss to ensure your order is as perfect as your wedding day.

#### **ETSY**

www.etsy.com/shop/GildedSwanPaperie

# DIRECTLY FROM MY WEBSITE

www.GildedSwanPaperie.com

#### **PROOFING**

Once you make your purchase, submit your wording, quantity and color requests. You will receive your proofs within 48 hours. Your purchase comes with three rounds of revisions. Any revisions after will be billed at \$20 each. Once you officially approve your design and sign the approval form, your invitations are sent to press

#### **ORDER SAMPLES**

Order samples via my Etsy shop or directly from my shop website.

This is optional or course, but it's the only true way for you to see and feel the paper stocks and quality of printing before you order. I have several different papers choices, all with different pricing, from budget-friendly basic to luxurious museum board. I do not offer refunds, so ordering samples guarantees you know what you are ultimately getting.

#### TURNAROUND TIME

**Proofs:** proofs are emailed within 48 hours

Printing and trimming: 3-5 weeks printing time

Mail: + 2-4 business days mail

Printing and production start from when you approve your designs and purchase your remaining balance. If you place an order within FOUR MONTHS of your wedding, I may not be able to accommodate you.

#### COVID UPDATE

I will always keep your art files and be able to reprint in case of rescheduling. The Pandemic has caused wide-spread paper, envelope and workforce shortages. Our industry has been hit hard, so there is no rush service available and things are just taking longer! Pretty things take time, order early.

# SAVE THE DATES

 $Send \ them \ eight-12 \ months \ prior \ to \ your \ wedding. \ Earlier \ if \ you \ are \ having \ a \ destination \ wedding.$ 

STANDARD MATTE I	PAPER (	14pt or 30	8gsm)						
	qty	35	50	75	100	125	150	200	250
Save the Dates (4.25x6)		\$90	\$100	\$110	\$120	\$140	\$155	\$170	\$200
Gold, rose gold or silver foil f	brinting: A	dd \$170 t	o the stand	ard matte þ	rices above.				
SMOOTH POSTCARE	) PAPER	Great fo	or self-ma	ilable posto	cards (16pt	or 350gsn	1)		
	qty	35	50	75	100	125	150	200	250
Save the Dates (4.25x6)		\$90	\$100	\$110	\$120	\$140	\$155	\$170	\$200
Gold, rose gold or silver foil þ	orinting: A	dd just \$7	5 to the smo	ooth postcar	rd paper pri	ces above.			
PEARLESCENT SHIM	IMER PA	APERS (	18pt or 400	)gsm)					
	qty	35	50	75	100	125	150	200	250
Save the Dates (4.25x6)		\$120	\$145	\$155	\$165	\$195	\$205	\$250	\$275
LUXURY MUSEUM BO	OARD (Li	nen or Su	uede) (35p	t or 790 gsi	m)				
	qty	50	75	100	125	150	200	250	
Save the Dates (4.25x6)		\$185	\$200	\$225	\$250	\$270	\$295	\$335	
Gold, rose gold or silver foil ‡	orinting: A	dd \$550 t	to the muser	um board p	rices above.				

Three rounds of revisions are included in the price. Each round after is billed at \$20. Envelopes are sold separately. Any save the date card can be turned into a self-mailable postard



# **INVITATION SUITES**

Guests should receive your invitations at least two months before your date. Earlier if you are having a destination wedding.

You can view videos of my papers and printing styles here: www.gildedswanpaperie.com/papers

CTANDARD MATTE	- OR - SMOOTH POSTCARD PAPER (14pt or 300gsm) or (16pt or 350gsm)	
SIANDAND MAILE	- OK - SIMOOTITTOSTCAND TALLK (1401 01 30088111) 01 (1001 01 33088111)	1

	qty	35	50	75	100	125	150	200	250
Invitations (5x7) or (4x9):		\$170	\$195	\$220	\$245	\$260	\$270	\$280	\$295
Reply cards (4.25x6):		\$110	\$125	\$135	\$145	\$170	\$185	\$195	\$225
Details cards (4.25x6):		\$110	\$125	\$135	\$145	\$170	\$185	\$195	\$225
Website cards (3.5x5.5):		\$100	\$115	\$125	\$135	\$160	\$175	\$185	\$215

# PEARLESCENT SHIMMER PAPERS (18pt or 400gsm)

	qty	35	50	75	100	125	150	200	250
Invitations (5x7) or (4x9):		\$210	\$230	\$260	\$280	\$295	\$320	\$350	\$380
Reply cards (4.25x6):		\$135	\$145	\$155	\$175	\$195	\$205	\$250	\$275
Details cards (4.25x6):		\$135	\$145	\$155	\$175	\$195	\$205	\$250	\$275
Website cards ((3.5x5.5):		\$125	\$135	\$145	\$165	\$185	\$195	\$240	\$260

# LUXURY MUSEUM BOARD (Linen and Suede) (35pt and 38pt or 669 gsm and 788gsm)

Choose museum board for your main invitation. Print the rest of your piece on the standard matte paper stock.

75 50 100 125 150 200 250 qty Invitations (5x7) or (4x9): \$340 \$365 \$385 \$290 \$315 \$395 \$420

# GOLD, ROSE GOLD OR SILVER METALLIC FOIL PRINTING

5"x7" INVITATIONS:

Standard matte: Add \$250 to prices above

Smooth postcard paper: Add \$125 to prices above

4.25"x6" REPLY CARDS AND/OR DETAILS CARDS:

Standard matte: Add \$170 to prices above

Smooth postcard paper: Add \$75 to prices above

5"x7" LUXURY MUSEUM BOARD

Add \$600 to prices above



# PAPER CHOICES



14pt MATTE
My standard paper stock. If you like a traditional vintage look,
then this paper is very affordable and has a cottony feel.



18pt PEARLESCENT
This soft and double thick card stock is sure to evoke elegance to your wedding suite. Add a touch of glamour with shimmer!



Dinner 3 dinner 5 John Ontario

35pt LINEN MUSEUM BOARD
Triple the thickness, triple the luxury... soft linen textury feel. What a statement!

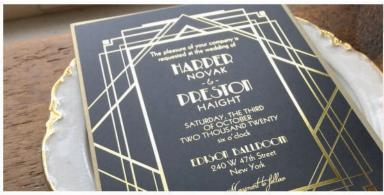


16pt POSTCARD PAPER
Perfect mailable Save the Date postcards. Economical to add gold, silver or rose gold foil. Can be used for invitations suites for a more casual feel.



35pt SUEDE MUSEUM BOARD
Triple the thickness with a thin strip of black down the middle...
very velvety and luxurious to the touch.





# **ENVELOPES**

Save the Dates & Reply Cards = A6 envelope Main Invitations = A7 envelope Pocket Folders = A8

	qty	50	75	100	125	150	175	200	250	300
Soft metallic gold, silver, ivory pearlescent, ivory matte	»:	\$30	\$45	\$60	\$75	\$90	\$105	\$120	\$150	\$180

I can special order many different colored envelopes than listed above. Pricing may be higher as they would be a special order.

Pocket Folders (all colors imaginable in matte and metallic) = \$3.00 each If purchasing Pocket Folders, you would also need an "outer" envelope. This is sized A8.

Return address printed = \$1.50 each envelope

Guest address printed = \$1.50 each envelope + \$50 set-up fee











# "DAY OF" STATIONERY

Thank you notes, menu's, programs, welcome signs etc. - All matching your stationery. Below is basic pricing on matte paper.

qty	50	75	100	125	150	200	250
Dinner menus $(5x7)$ or $(4x9)$ :	\$175	\$195	\$205	\$220	\$235	\$240	\$260
Folded tent escort cards (3.5x2):  Blank, you handwrite guest names	\$75	\$85	\$95	\$115	\$125	\$145	\$150
Folded tent escort cards (3.5x2): Each guest name printed individually	\$135	\$145	\$155	\$165	\$185	\$200	\$220
Flat hangtags with holes (2x4 +):	\$65	\$75	\$85	\$95	\$115	\$125	\$130
Program cards (5x7) or (4x9):	\$175	\$195	\$205	\$220	\$235	\$240	\$260
Flat thank you cards (4.25x6):	\$90	\$100	\$110	\$125	\$145	\$160	\$180
Folded thank you cards (4.25x6):	\$125	\$140	\$155	\$170	\$185	\$195	\$210
Table cards (5x7):	Ten card	s minimum,	each card	is \$6			

24" x 36" Welcome Sign: Paper Poster: \$95 PVC Board: \$165 Foam Core: \$145 + shipping















# **GUEST BOOKS & PHOTO BOOKS**

Nothing holds your memories better than a lovely custom printed wedding guest book or wedding photo album.

Match your favorite wedding color! Available with shimmery gold foil, silver foil or rose gold foil.

Books come with 100 pages in your choice of blank white, black or white with lines.

9x6 guest book with white blank or lined pages: \$75

blank black pages: \$80

10x8 guest book with white blank or lined pages: \$91

blank black pages: \$97

12x12 guest book with white blank or lined pages: \$125

blank black pages: \$130





# **VOW BOOKS**

Each purchase comes with two customizable booklets with velvety soft covers than can be printed with gold foil, silver foil or rose gold foil.

Price is \$55 per set of two, includes 12 lined pages





# FREQUENT QUESTIONS

#### **ORDERING**

# What is your turnaround time?

Printing from when you approve your invitations and purchase your remaining balance takes **3-5 weeks** + 2-4 business days for shipping. No rush service available.

#### When should I order my invitations?

Wedding invitations should be received by your guests at least two months prior to the wedding date, earlier for destination weddings. If you place an order within four months of your wedding, I may not be able to accommodate you.

#### Do you offer samples?

Yes-- you are welcome to purchase a sample packet from my shop. I always send your favorite two designs and all of my paper options. Samples are pre-printed from previous weddings. Please let me know if you are looking for specific colors so that I can include them.

#### Can I order more invitations later?

Yes-- but please know there are set-up charges involved and it will be much more expensive than ordering extras upfront. Please take into account for last-minute guests, incorrect addresses, keepsakes for families, and a sample set for your photographer to shoot on your wedding day.

#### Can I order more than one version of an item?

Yes-- if you need multiple versions of invitations (day vs night) or reply cards (A list vs B list), just let me know. The second version is always discounted.

# **PRINTING**

Can you print gold, rose gold or silver foil?

Yes for sure! Pricing is posted.

# What type of printing do you do?

Invitations print on an off-set Heidelberg printing press. Our printing presses use vegetable oil-based inks and recycled papers from certified sustainable production systems so you can feel better about reducing your carbon footprint. Envelopes, table cards and escort cards are digitally printed as each piece requires individual data.

#### Help, I found an error on my printed invitations.

Your invitations will print exactly shown as you have approved on your proofs. If you find an error, or something has changed on your day, then we can definitely reprint at a reduced fee.

#### SHIPPING & DELIVERY

### Will my invitations come assembled?

All invitations and envelopes are packed and shipped flat. They will be wrapped in plastic and bubble wrap to avoid moisture. The fun part for you is assembling them!

# PERSONALIZATION & DESIGN

#### Can I modify the wording?

Yes! Your custom proofs will be emailed within 24 hours of submitting your own custom wording.

### Can you match my wedding colors?

Submitting a digital swatch or mood board with your order helps me greatly. Make sure you know your colors and wording ahead of time-- your purchase comes with one set of proofs in your color palette with three rounds of revisions. Extensive color revisions will incur an additional design fee.

### How does proofing work?

Once you pay your \$100 deposit and submit wording, you will receive your pdf proofs via email within 24 hours. Three rounds of revisions are included in the price. After that, each round of revisions will be billed at \$20 each. Best to have your wording and colors in place! If you decide to cancel your order or change your suite design after I have designed proofs, a fee will be occur ranging from \$25 - \$150.

### Can you print information on the back of invitations?

It is not customary for any information to be printed on the back, ever. While I am one of the only stationers to utilize the backside for color and design, I do not print any pertinent information on the back. Your guests will not turn over your invitation to see RSVP or website details. QR codes are insanely hideous.

# Do you sell digital versions of your designs?

I only offer printed stationery.

#### Can I change fonts?

If there is something you do not like about a font, please let me know. Because my designs are aesthetically attached to certain time periods, I spend hours researching appropriate fonts and fitting type to each design. Changing fonts is not always recommended and may incur a design fee. I do not download free fonts from the internet. Many of those fonts are only suitable for online use and were not developed to print properly.

#### RETURN POLICY

#### Do you accept returns?

Due to the custom nature of designing and printing invitations, I do not accept returns. I will happily reprint at a discounted rate if you discover grammatical errors or detail changes etc. You should order samples to be sure.

# Can I cancel or change my proofs after I approved them?

Once you have officially approved your order, it goes into production. Depending on the stage it is in, it may or may not be amended or canceled.

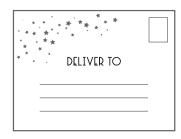
# ANATOMY OF AN INVITION

These are the standard card sizes and descriptions for invitations that are available.

Save the Date!



- OR -



4.25x6 Save the Date

Who, when, where. Requires an envelope.

**Envelope**Can be printed

or blank

4.25x6 Save the Date

Save

the

Date!

Who, when, where. No envelope needed Postcard back

Handwrite guest names and addresses. No envelope needed.

You are invited!

5x7 invitation

Fit's your basic details; names, date, place, time. This card is simple and elegant with just the basic details.

Reply by June 15

4.25x6 reply card

For traditional mail-in reply or online reply. Tells guests what date to reply by. Can also include meal choices and # of guests invited.

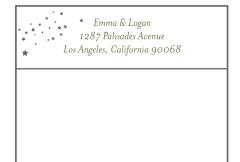
Details
Hotels
Dress code
Activities
Website
etc

4.25x6 details card

Use this to convey: accommodations, dress code, activities, parking, venue info, couple's website, special details etc. website.com

3.5x5.5 website card

Small card that fits just 1-2 lines of wording. Perfect for couple's url if you do not have any other details to convey.



**Return address printing** 

Your names and return address printing on the back flap of the invitation or save the date envelopes.



**Individual guest addressing** 

Each guest name and address printed on the front of the invitation or save the date envelopes



**RSVP Return address printing** 

A convenient way to have your guest easily send back their response. Very traditional.