

7 STEP CUSTOM INVITATION PROCESS

1. CONSULTATION

It all begins with a meeting either at our Ola la studio in downtown Elgin, Illinois. For our out of state or international clients, phone &/or emails will be our means of communication. We will collaborate about design style, colors and wording etiquette.

This will give us the opportunity to truly learn as much as we can about you and what you are looking for in your wedding—the feel of your event. Our goal is to learn about you, your style, and your vision so we can express your unique style through your stationery design.

During our conversation, we will ask you questions that will help us draw inspiration for your suite; favorite colors, family heirloom, favorite flower, etc.

2. PROPOSAL (\$350 NON-REFUNDABLE DEPOSIT APPLIES)

Once we have our initial consultation, you will be sent a proposal detailing the pieces discussed. After review, your signed agreement and deposit will indicate the beginning of our working relationship.

3. TIMELINE

Once the Proposal has been signed and our working relationship begins, you will receive a timeline, highlighting the next steps in creating your custom stationery, including proofs, printing, and final mail dates.

4. DESIGN PHASE

Once the Timeline is established, we will start designing the first stages of your custom stationery. We will share these first stages with you digitally via email. During this phase of the process, you will let us know if we are on the right track with the design, or if we should make changes to the general design direction.

5. **REVISIONS**

We will provide a second round of design proofs based on your feedback. This process will be repeated 2 additional times (for a total of 3 revisions). If any additional revisions are needed beyond the 3 revisions, we will check in before continuing and discuss if a secondary discussion is needed to generate and communicate new ideas. At this time, an updated pricing structure and timeline may be needed.

6. **COMPLETION**

We will provide a final digital design proof that you will sign and return via email. At this time, delivery and shipping instructions will be coordinated. At the completion of your project, the final payment will be due. We request final payment before your suites are shipped, delivered or handed to you.

7. **ADDITIONAL MATERIALS (I.E.- PROGRAMS, ESCORTS, MENUS, ETC.)**

4-6 weeks before your wedding, we will follow up with you to schedule time to create all of your coordinating materials; programs, menus, escort cards, table numbers, and thank you notes. This phase can be included in the initial proposal, or billed as a separate phase of your stationery suite. If it is separate, final payment will be due once materials are printed.