

**HAP Endeavours — Johnson City, TX  
2021 Prices**

***Weddings and Special Event Envelopes by hand. I specialize in Spencerian and broad edge styles:***

Outer Standard size Envelope Standard sizes A7 to A2, 3 lines of text. No charge for a zip code. Any color.	\$3.50 each
Large / Over-size Envelopes Size A9, Presentation, larger mailers	\$5.00 and up
Inner Standard size Envelope	\$1.50 each
Return address writing Two lines, back flap, zip code included.	\$2.25 each
Additional lines Apartments, foreign country, extra names or formal titles.	\$0.75 extra, each item
Centering	\$0.50 extra, each item
DARK or OPAQUE paper or LINED envelopes, extra fee Envelopes or other paper that is colored requires extra time to complete.	\$1.00 extra, each item
Wedding Set Outer Envelope & Inner Envelope, standard sized, no return address.	\$5.00 each
Wedding Set with return address Outer Envelope & Inner Envelope, standard sized, including a return address.	\$7.00 each
Thank-you envelopes with return address	\$5.50 each
Response (RSVP) Envelope Three lines, zip code included.	\$2.75 each
Envelope Sampler 4 custom designed envelopes in a range from simple to flourished, mailed to you for your consideration.	\$30.00

**Placecards or Envelopes by hand. I specialize in Spencerian and broad edge styles:**

Placecards <i>without</i> envelopes Single name	\$2.00 each
Additional lines	\$0.50 extra, each item
Escort Card <i>with</i> envelopes Tent folded card, calligraphy one side, with calligraphy on the envelope	\$3.00 each

**Table Number Cards and Event Signs by hand:**

Table Name or Table Number cards Numerals are \$7.00, spelling the numbers out or using words is \$10.00 or more	\$7.00 and up
Small signs	\$10.00 and up

**Event Design work:**

Address Stamp / Return Address Stamp Design for camera-ready art to be converted to a rubber stamp	\$125.00
Seating Charts 100 lines base cost	\$250.00 and up
Monogram or Names for Invitations Design and production fee for camera-ready art, min. time is 4 hours	\$50.00 per hour
Wedding invitation Design and production fee for camera-ready art	\$300.00 and up
Direction Card Design and production fee for camera-ready art	\$150.00
Map Design and production fee for camera-ready art, min. time is 4 hours	\$50.00 per hour
Information Card or Reception Card Design and production fee for camera-ready art	\$120.00
Menu Design and production fee for camera-ready art	\$160.00 per page
Program Cover Design and production fee for camera-ready art, min. time is 4 hours	\$50.00 per hour

**Other Items:**

Envelope Stuffing Stamp, stuff, mail — postage price not included	\$1.00 each
Additional accents birds, flowers, flourishes, etc.	\$8.00 and up
Fill-in Wedding certificates, Bibles, and similar Fill-in only, price varies by number of lines / additional text, dates, etc.	\$10.00 per line
Quaker Wedding Certificates Custom designed, details include illustration, gold gilding, detailed borders and writing.	\$50.00 per hour

**Additional Charges:**

Less than 20% extra stock	\$ varies
Late Payment Fee	\$25.00 per week
Revisions The first revision after the work is begun is \$50.00, every revision after that is an additional \$100.00.	\$50.00-\$100.00
Rush job 10 business days or less turn around time 50% additional the cost of the job.	50% total job
Rush Shipping Clients pay for all shipping, I use USPS, FedEx, and UPS for rush delivery.	\$ varies
Delivery or pick-up fee outside of Blanco County	IRS rate per mile
Cancellation Fee	deposit

**Events**

Onsite Special Events Calligraphy onsite for weddings, corporate, or special events such as lettering on cards or bookmarks. Materials extra. Minimum 3 hours per day.	\$50 per hour plus mileage
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## ***Other Invoiced Costs***

### *Materials*

(Weddings and Events) I am happy to help make recommendations about where to find quality paper and envelopes for your wedding or event. It is the client's job to purchase and supply the paper, invitations, or other materials. Please send me a sample to test before we sign a contract, or before you go out and buy it bulk. Not all paper is suitable for pointed pen calligraphy. After I test it and let you know if the paper will work, be sure to order 20% extra of all your paper goods (envelopes, escort cards, etc.). This allows for my errors, additions to your list, or last minute changes. It will also save you from paying rush fees for shipping or ordering more paper right before a big event.

### *Rush Jobs*

Rush jobs (you need it in 10 days or less) are 50% extra. April – October is a very busy time of year as well as the Christmas holiday season. I will give you an itemized estimate in advance of starting your job. I use expedited USPS, FedEx, or UPS services with insurance to deliver what you need as quickly as possible. Clients pay for all shipping.

### *Samples*

I am happy to send you a custom sample for the job you are considering (envelope, placecard, etc.). Once I have a paper sample I will write in the hand(s), and ink(s) that you are interested in. I can also scan and send you JPEGs or PDFs for you to see work more immediately, free of charge.

### *Providing Lists (Brides, Parties, Corporate events)*

The client is responsible for making all decisions about abbreviating, punctuation, spelling, and capitalization. How you type the list and address it is exactly how I will write out what you request. I ask all clients to alphabetize and number their lists using a text program.

\*If you want your addresses centered, please center the list.

### *Shipping or Delivery*

Clients pay for all shipping to or from my studio. I use the best shipping rates I can find and charge you *only* for the packing materials and shipping. I use USPS, FedEx, and UPS and insure every box.

If preferred, the client may pick up his order at my home studio just west of Johnson City, TX. Arrangements can also be made to meet in Fredericksburg, Dripping Springs, Marble Falls, or Bulverde for an additional fee charged for the round trip mileage of the current IRS rate per mile.

### *Cancellation fee*

Deposit amount.

*Contract*

I require a signed contract before I start any job. After we have discussed the size and scope of your job, I will send you a preliminary invoice as a contract to be signed and returned prior to the start date of your job. Work cannot begin until there is a signed contract. The buyer's approval will be obtained for any increases in fees that exceed the original estimate by 10% or more.

*Payment*

A deposit of 25 to 50% is required at the start of each job. Final payment is due upon completion of each job. Debit and credit cards are accepted through Square. I will send you an email with a Square invoice to make your payment. I accept cashier checks, money orders, and personal checks in US funds made out to: HAP Endeavours LLC.

The buyer shall assume responsibility for all collection of legal fees necessitated by non-payment.