



Invitation/Product Design - Client Agreement

Today's Date: _____

Event Date: _____

Client's Name: _____

Address: _____

City/State/Zip: _____

Thank you for choosing Honeydew Invitations LLC ("Honeydew") as your Invitation Designer. I am pleased to have the opportunity to help you create the perfect invitations and accessories to impress your guests! This Agreement will serve as our contract and define the contractual rights, duties and obligations between Honeydew as the Invitation Designer and you as our Client(s). This contract will also help clarify and explain the designing and approval process of creating your invitations or accessories.

Terms and Conditions

1. To Start Design Process:

Client will complete and submit Schedule A – The Invitation Order Form (the "Order Form") to Honeydew for a quote. Honeydew will provide a quote to Client for the costs to complete the invitations and accessories according to Client's requested deadline as stated in the Order Form. In order to start the invitation design process, please: (1) sign this Agreement; (2) complete and sign the Order Form; and (3) provide a 50% down payment ("deposit") for the Total Amount Due indicated on the Order Form.

2. Proofs:

Within a reasonable period of time after Client completes the Order Form and furnishes Honeydew with a deposit, Honeydew will provide one online design proof ("proof") to Client for review. After review of online proof, Honeydew will allow Client to make changes and provide a second online proof at no extra charge. By request, Honeydew can provide Client with hard-copy proofs at a cost of \$4.00 per proof. If an extra proof is required due to a mistake made by Honeydew, then no additional cost will apply for the replacement proofs. Any changes above and beyond the second proof will be charged on an hourly basis.

3. Approval:

Client will be required to approve the proofs in writing. Once Client has approved the proofs in writing, then Honeydew will prepare Client's final invitation order. If an error or mistake exists on the approved

proof, Honeydew shall not be responsible. This includes any spellings, dates, days, addresses, spaces, graphics, or other items that Client deems incorrect after Client's approval. It is Client's responsibility to proof-read and spell-check and thoroughly review all information on the proofs prior to issuing an approval.

In the event that Honeydew is responsible for a mistake, and the printed invitation does not match the Client's approved proof, then Honeydew will correct the error at no additional charge to Client.

4. Delivery of Client Invitations:

Within 14 business days after Client signs Schedule B - Client Approval of Proofs (the "Client Approval"), Honeydew will deliver to Client the final invitations and accessories. Client orders will not be completed or printed without a signed copy of Client Approval. Additional fees may be charged for invitation orders requested to be completed within less than 14 business days.

If Client is purchasing invitations unassembled, then it will be Client's responsibility to assemble the invitations. Honeydew Invitations charges a fee to assemble invitations as described in the Order Form.

In the event that Client's requested paper stock, ink, accessories, or other items necessary to complete client's order are out of stock or backordered, then Honeydew will notify Client of the additional time needed to complete Client's order. Client may then have the right to change the choice of paper/ink in order to complete the design process in a timely manner.

5. Envelope Addressing:

Please note that there is likely to be a 5-10% mistake rate on envelopes. This includes misspelling, cut-off of fonts, and misplacement do to printer error. In this event, replacement of any envelopes with mistakes will be the responsibility of Honeydew. If the address has been input incorrectly by Client, the normal fee per address will be charged, plus the cost of the envelope or label.

Addresses must be given to Honeydew in an electronic format (please see Information Request form for layout instruction). They must be formatted as stated in the "Information Request" form. If Honeydew has to re-layout, reformat or re-input addresses, additional fees will be added.

6. Post Office Drops and Mailing:

There is a \$15 charge for each post office drop. Honeydew is not responsible for situations caused by the neglect of the post office (i.e. damaged, lost or stolen invitations).

7. Product Quality:

Honeydew strives to produce the utmost quality and high end invitations and accessories. Since invitations and accessories are handmade, there may be slight irregularities. In the event that there is a mistake or the invitations or accessories do not meet Client's expectations due to the neglect of Honeydew, then Honeydew will correct the error at no charge to Client.

8. Payment:

The initial down payment is listed in the Order Form. This initial down payment is required to start the design process. If the design process is started and Client has received a proof, then Client is responsible to pay 50% if job is cancelled prior to printing. After Client has approved the order for printing, payment in full is required. There is a \$20 fee for NSF checks.

9. Entire Agreement.

This Agreement, and all Schedules or documents referenced herein, shall be deemed to be the complete and final expression of the agreement between the parties as to the matters herein contained, and supersedes any previous agreements between the parties pertaining to such matters.

10. Counterparts; Facsimile.

This Agreement may be executed in one or more counterparts, each of which will be deemed an original copy of this Agreement, but all of which will be considered one instrument and will become a binding agreement when one or more counterparts have been signed by each of the parties and delivered to the other party. A facsimile of this Agreement bearing a party's signature or a printed copy of the original, signed document scanned in ".pdf" or ".tiff" format shall have the same legal force and effect as an original of such signature and shall be treated as an original document for evidentiary purposes.

11. Severability.

If any provision, term, clause, or a part of any provision of this Agreement shall ever be determined to be invalid or unenforceable for any reason, the parties agree that this will not affect the enforceability of any other provision, term or clause of this Agreement, which shall remain in full force and effect.

12. Amendment.

This Agreement may only be amended by written agreement executed by the parties, or their respective successors or permitted assigns.

13. Governing Law.

This Agreement has been delivered in Michigan and shall be construed in accordance with the laws of the State of Michigan, irrespective of its conflict of laws principles.

14. Usage Permission – License to Honeydew. Client grants to Honeydew including their agents, heirs, legal representatives and assigns, or those acting with Honeydew's authority and permission on behalf of Honeydew, a license, right and permission to re-publish, use, distribute, promote, display, using any media or medium any invitation or accessory issued to Client by Honeydew under this Agreement. Honeydew intends to use Client's invitations or accessories to build its professional portfolio and to promote Honeydew's business.



Invitation/Product Design - Client Agreement

By signing below Client is agreeing to be bound by the terms and conditions of this Agreement. Once signed, please mail to Robyn Durst at 28320 Adler Park Dr. S., Chesterfield, MI 48051 or email to robyn@honeydewinvitations.com. This Agreement shall not bind Honeydew until Honeydew executes the Agreement and returns to Client an executed copy in accordance with Paragraph 10, above.

Client: _____

Honeydew Invitations, LLC

Signature: _____

By: _____

Its: Authorized Representative

Date: _____

If you have any questions, please feel free to call or Honeydew Invitations at (586) 453-1220.

www.honeydewinvitations.com



Schedule A – The Invitation Order Form

Date: _____

Client Details:

Name of Bride _____

Address _____ St _____ Zip _____

Home Phone _____ Other Phone _____

Email _____

It's best to reach me at: _____, at this time of day: _____

Name of Groom _____

Address _____ St _____ Zip _____

Home Phone _____ Other Phone _____

Email _____

It's best to reach me here: _____, at this time of day _____

Wedding Style:

Formal _____ Semi-Formal _____ Traditional _____

Contemporary _____ Casual _____

Theme: _____

Colors: _____

Typeface: _____

Paper Type: _____

Services:

Type(s) of stationary requested and amounts needed:

Invitations _____

Outer envelopes _____

 With printed return address _____

With handwritten/printed guest address _____

Inner envelopes _____

 With handwritten/printed guest names _____

Response Cards _____

 With printed return address _____

Reception Cards _____

Direction/Map Cards _____

Place Cards _____

Save-The-Date Cards _____

Thank You Notes _____

Envelope Seals _____

Other _____

Date services will be rendered by _____

Guest List:

Total number of guests* _____

*Order only one invite per married couple/family (if children are under the age of 18)

*Order a few additional invites for last minute guests and keepsakes

Total number of invitations to order _____

Wedding Ceremony Details:

Date and Time _____

Name and address of location _____

Religion (if at a religious venue) _____

Reception Details:

Date and Time _____

Name and address of location _____

RSVP Details:

Wording: _____

Food Choices (if applicable) _____

Date to RSVP by _____

Pricing:

Charges for services: _____
(breakdown by item)

Tax _____

Total Amount Due _____

Retainer due on acceptance of this contract (min. 50%) _____

Balance upon Client's approval of order for printing _____



What information do you need to gather?

Honeydew Invitations has provided the list below to help you obtain the necessary information for your job. Not all requests below maybe applicable.

Invitation wording (the following may need to be included)

- ✓ Time
- ✓ Date and Year of event
- ✓ Address
- ✓ Full names of Bride and Groom/honoree
- ✓ Names of parents
- ✓ RSVP wording
- ✓ RSVP date
- ✓ Return address for invitation envelope
- ✓ Address for RSVP envelope/card
- ✓ Full address to event location
- ✓ Map/directions to event
- ✓ Addresses for addressing envelopes (must be provided in an Excel Document)
- ✓ Please set-up as followed:
- ✓ Name
- ✓ Street Name
- ✓ City, State
- ✓ Zip code
- ✓ Appropriate spaces
- ✓ Additional elements needed



Schedule B - Client Approval of Proofs

Honeydew Invitations has provided the list below to help you check the accuracy of your proof. Please check your proof carefully. You are responsible to make sure they are correct.

- Spelling (please check the following)
 - Names
 - Place
 - Street
 - City, State
 - Zip code
- Addresses (are the following correct?)
 - Name
 - Street
 - City, State
 - Zip code
- Is the event on the right day?
- Return address for invitation envelope

Street
City, State
Zip code

- Map/directions to event
- The Year (please check the front and inside of invitation)
- Spaces (Has anything jumped, not in the right place or has moved?)
- Double Check one last time!

I, _____, have thoroughly reviewed the proofs provided to me by Honeydew Invitations. I have checked the above items for each proof and agree that they are correct. I hereby give Honeydew Invitations permission to print my designs in agreement with the quote I signed. I will take responsibility for any mistakes that are on the proof that match the proof I approved.

Client Signature _____
Date _____

A signature is required on both this contract and the hard proof, which can be mailed to 28320 Adler Park Dr. S., Chesterfield, MI. 48051 or emailed to robyn@honeydewinvitations.com