



WEDDING STATIONERY: TERMS & CONDITIONS

1. Designs are copyright of 'Handmade Concepts'. By agreeing to our terms and conditions you will not copy or reproduce designs in any way. This also applies to samples ordered.
2. Invitations are available in standard sizes. Requests for other sizes are possible but may come at an additional cost.
3. Invitation prices include standard envelopes (available in pearlescent white or pearlescent ivory) to fit the standard invitation sizes, standard black printing, one note card and one souvenir tag where applicable.
4. Other non-standard envelopes are available at extra cost. Additional note cards are also available at extra cost. If you opt to use your note card as an RSVP card please note that the matching envelope for your RSVP note is available at an additional cost. We also offer the service of printing on the RSVP envelope at an extra charge.
5. You can order your stationery in stages. Meaning, you may wish to order Invitations first and then request additional items such as thank you notes and place cards nearer to the date of your wedding.
6. Although we can usually complete an order in less, it is recommended that you ideally allow around 24 weeks for us to produce your stationery. We always try to accommodate your needs wherever possible, but please allow as much time as possible when placing your order in order.
7. You will be sent a proof for each item of stationery that you order. Any changes to wording or spelling must be made **clearly in writing** (an email is acceptable). Changes made by telephone will not be accepted. Additional changes after approval of electronic proofs may incur extra costs.
8. When selecting an existing stationery design, a non-refundable deposit of 25% of your total order is required when you place your order and 25% when the proof is approved prior to printing. This may be paid in cash, by cheque or via Paypal.
9. When selecting custom made stationery, a €30.00 fee will be charged at your consultation, for which you will receive up to two design proposals. This charge will be refunded if the final order exceeds €400. A non-refundable deposit of 50% of your total order is required when the designs and proof are approved,
10. Balance of payment will be required upon collection of your stationery. All items remain the property of 'Handmade Concepts' until paid for in full.
11. As all stationery is made by hand, slight variations may occur – this is what makes your stationery unique and no two invitations are identical. Depending on availability from our suppliers, occasionally we may have to substitute a product or component used in our designs; you will be notified of any significant changes.
12. On receipt, if you feel there are any discrepancies with your order, these **MUST be notified within 24 hours of receipt**.
13. We cannot be held responsible for damage which occurs when you post individual items to your guests. We will offer you advice regarding the safest method of posting should you wish.