



Welcome and thank you for considering Cardique Craft Studio to be part of your wedding planning. Below is our procedures and policy if you decide to engage with Cardique Craft Studio.

STAGE 1 – CONSULTATION

The invitation design process begins with an initial consultation via phone, email or in person. Consultation generally lasts between 1–2 hours. During the consultation we will ask detailed questions about your wedding to gain necessary information to create your stationery suite which will perfectly reflect you and your event.

Please bring to the consultation any colour swatches and visuals of your bridal attire, flowers, cake ideas or any inspirational items that you would like to consider when formulating the design of your stationery suite.

Proposal and Contract

After the initial consultation, you will be provided with a quote detailing all the materials, papers, colours, printing processes and embellishments, delivery dates and pricing via pdf.

Each wedding stationery suite is unique in design and it is also unique in pricing. All prices are in Australian Dollars (AUD) and are subject to change and availability. Cardique Craft Studio reserves the right to change their pricing at any time without notice.

To initiate Stage 2 you will be required to approve and sign the contract and return it with a 50% deposit.

STAGE 2 – DESIGN & SAMPLES

The first draft of your design will be emailed to you via pdf file. You may send your feedback, edits and additional changes via email.

The second draft will be a mock-up sample using the materials/colours/papers you have chosen for your stationery suite. You will also be able to make any final additions or edits you may have to your wording or design.

The third draft will be the 'final artwork sign-off'. Changes beyond the 3 complimentary rounds of proofing/editing will incur a fee at \$50 each round.

Once approved you must 'sign off' on the final artwork/sample by faxing/posting your approval back with your signature. When the signed approval has been received, the remaining balance will be due to initiate the printing and production of your stationery suite.

Cancellation and postponement

If you cancel this agreement before printing and production begins (Stage 3), Cardique will retain the 50% deposit. If you cancel this agreement during the printing and production, Cardique Craft Studio will also retain the full amount of the contract.

Postponement due to acts of nature, an act or order by any public authority or any cause beyond the control of Cardique Craft Studio or the client will result in the rescheduling of the event, design and print deadlines (additional charges for work completed may apply).

STAGE 3 – PRINTING & PRODUCTION

Before printing and production commences, you must provide the payment of the remaining balance payment in full so we can order the materials and for any third party suppliers.

Guest-list

Printing of guests names and addresses that is included in the price require a guest list saved in a table format that we provide. All text in the guest list must be typed as you wish for it to appear. Please proof carefully! All spelling, grammar punctuation and set-out must be correct. Cardique Craft Studio does not check your guest list and what you have saved will be printed on your stationery. If you wish to add extra names or changes to your guest list a complete new list must be sent. Any mistakes incurred from your guest list is not Cardique Craft Studio's responsibility. If re-prints are requested there will be additional costs advised by us. Your personal details and guests names and addresses are kept confidential. Under no circumstances will they be given to any third party.

Collection of items

Cardique Craft Studio endeavours to ensure all orders are correct and are checked thoroughly before leaving the studio. We recommend checking your order and reporting any mistakes within 7 days of receiving your order. During this 7 day period, we will rectify mistakes caused by Cardique Craft Studio at our expense. Once the 7 day period is over Cardique Craft Studio will not take responsibility for any mistakes and will consider the order completed.

Copyright

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