

# WHAT WE DO WEDDING STATIONERY

dodeline is a bit different than other wedding stationery companies. How, you ask? Let us explain.....

# MIX, MATCH, AND PLAY WITH OUR PAPER SAMPLES.

We promise they don't bite, and they shouldn't be stuck in some intimidating book that you're not allowed to touch.

Beautiful paper for all.
As former tiny-wedding brides ourselves, we don't turn away small orders. From couture elegance to sweet backyard weddings, we love them all.

A little color is a great thing.

One of the signature elements of our wedding suites and designs is the use of color. Since we love to incorporate colorful envelopes and motifs, you get to pick your envelope color(s) at no additional cost.

# TO EACH THEIR OWN.

Variety is the spice of life, they say, and we happen to wholeheartedly agree. We love to design and work with clients to create personalized pieces. If you don't see your exact invitation here and want to explore the possibilities, we'd love to help you do that.

### dodeline: the details

In late 2009, founder Sarah Reed decided the time was right to begin her small business journey. Drawing on her BFA in Interior Design, her long love affair with paper, and the intense passion for web design she'd nurtured since childhood, she founded a design studio with a unique set of skills and fresh perspective. A few mistakes, a couple part-time jobs, and many caffeine fueled late nights later, Sarah took a leap of faith and dodeline design was officially official in August of 2010.

Today, dodeline design is proud to have worked with an amazing range of clients worldwide and grown to include a diverse and talented team in their Mount Pleasant, South Carolina office.

See the latest news from the studio by visiting www.blog.dodelinedesign.com or following us @dodelinedesign on Instagram and/or Twitter.

### awards & accolades





# Southern Living

# HOW IT WORKS

# WEDDING STATIONERY

# GETTING TO KNOW YOU

### LOCAL OR NEARBY?

Wonderful! Get in touch to schedule an appointment to meet us in our office. You can touch & feel the paper and learn all about the different printing types, colors, etc.

### NOT LOCAL?

That's okay! Simply contact info@dodelinedesign.com to get in touch with your nearest dodeline stationery. We'll set up a coffee shop meeting or a phone chat!

# Choosing a design

Select from our signature and ever growing line of ready-to-order invitation suites. Within each of these suites, you are able to change the colors and/or typeface as desired. You will receive up to two complimentary emailed proofs as part of this process, the first of which will arrive within three business days of contracting dodeline for your wedding paper.

Prst.want something a little different? Lets go the custom route!

In that case, we will work with you to create something special for you, starting with your particular inspiration pieces and more than likely a Pinterest board. Please allow three to five business days for the first custom proof to arrive after contracting dodeline for your wedding paper.

# APPROVING A PROOF

Rest assured, nothing is ordered or printed until you have filled out our online proof approval form. At that time, your order moves into production and no further changes can be made. Please allow three to five weeks for production.

# custom samples

We are happy to provide a complimentary printed sample prior to completing the full order (order minimum of 50 suites). We also understand that you might want to view more than one sample of your wedding invitation and are happy to accommodate those requests at a sample charge of \$10.00 + the cost of the invitation. Be aware that ordering in the materials for a sample can take just as long as when we order them for the full order, so it may be a week or two before that can be produced depending on your order.

If you are ordering letterpress invitations, please note that this requires a special metal plate to be engraved just for you. The nature of this printing type also requires extensive setup, and because of this labor-intensive process, a sample charge of \$75 is incurred to do a full letterpress sample. Please also note that, should you want to make changes to the design after the plate has been created, a charge to create a new plate would be incurred (this cost varies based on the complexity of the design).

As an alternative to the letterpress sample, we are happy to provide a digitally printed sample and a sample of our pre-existing letterpress work for comparison..

### payment schedule

Once you have made your selections, we will send you a comprehensive, personalized quote. At this time, we do require a 50% deposit on your order. The remaining 50% will be due prior to order shipment.

With the evolving nature of custom orders, we will require the design payment in full to begin work. Once your proof is approved, 50% of the order total is due with the remaining 50% due prior to order shipment.

# INK COLOR CHART



### custom colors

Use this color chart to let us know what ink(s) you would like to use for your printed pieces.

OR, if you have access to a PMS color chart, feel free to let us know a specific color number and we will get as close to that hue as possible.

### a word on colors

Do keep in mind that colors appear differently on each computer monitor, phone screen, etc. If you have a specific color you want to match, feel free to share a swatch with us in person or via snail mail so we can be sure that the in person products are as close as possible. We would highly suggest requesting or purchase a letterpress proof if the precise color is a concern.

# **ENVELOPE COLOR CHART**



# pretty colors

The envelope is the first impression your invitation will make. It's always fun to add a little color to your guests' mailboxes! Bright pinks, soft ivories, classic navy...it's a hard decision!

### inner & outer

If you want to do the traditional inner & outer envelopes, do keep in mind that not all colors are available in both sizes. Colors available in the "outer" size have been marked with a white dot. Of course, standard pearl, fluorescent white, and ecru are also available.

### just for you

Once you have selected your envelope color(s) and requested that we order them for you, please note that any subsequent changes to your envelopes will result in a 50% envelope re-ordering fee as we would be unable to return your original envelope selection.

### more options

If you want to explore more color options, we are happy to price those out for you individually. Just let us know what you're looking for and we will see what's available!

# OH HOW WE LOVE

# TYPOGRAPHY

### BLOCK FONTS

- 1. THE BRIDE AND GROOM
- 2. THE BRIDE AND GROOM
- 3. THE BRIDE AND GROOM
- 4. THE BRIDE AND GROOM
- 5. THE BRIDE AND GROOM
- 6. THE BRIDE AND GROOM
- 7. THE BRIDE AND GROOM
- 8. THE BRIDE AND GROOM
- 9. THE BRIDE AND GROOM
- 10. THE BRIDE AND GROOM
- 11. THE BRIDE AND GROOM
- 12. THE BRIDE AND GROOM

=BONUS: A FEW QUIRKY FONTS=

- 1. THE BRIDE AND GROOM
- 2. The Bride and Groom
- 3. THE BRIDE AND GROOM
- 4. THE BRIDE AND GROOM

### CURSIVE FONTS =

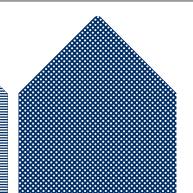
- 1. The Bride and Groom
- 2. The Bride and Groom
- 3. The Bride and Groom
- 4. The Bride and Groom
- 5. The Bride And Groom
- 6. The Blide and Groom
- 7. The Bride and Groom
- 8. The Bride and Groom
- 9. The Bride and Groom
- 10. The Bride and Groom
- 11. The Bride and Groom
- 12. The Bride And Groom

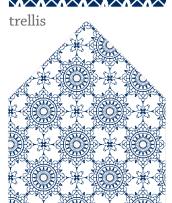
### more options

If you would like to request a specific font that is readily available and/or you can provide the font file, we *may* be able to accommodate that request. A design charge of \$15 does apply.

Our custom clients have the opportunity to explore more typography options as part of our design services.

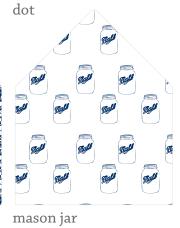
# ENVELOPE LINERS

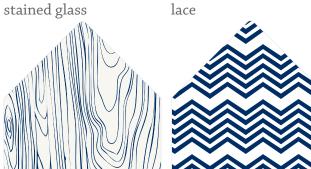




woodgrain







chevron





# patterns + solids

Choose from one of our signature patterns in the ink color of your choice or select a solid from our paper colors. We also carry and can utilize Envelopments envelope liners for even more options.

### custom liners

If you want something personalized with your name or monogram, or perhaps a cityscape even, we can definitely create that for you. Just ask!

#### LEAD TIME

Please note that typical lead time from proof approval date is three to five weeks.

For example: in order to ensure receipt of your wedding invitations six to eight weeks prior to your wedding date, the proof must be approved three months before the wedding date.

We do our best to reach this four week goal -- sometimes we beat it, and sometimes it can take a little longer due to circumstances beyond our control (material backorders, technology issues, etc.). Rest assured we will keep you updated about your order and do our best to get it to you as quickly as possible!

### ASSEMBLY OF INVITATIONS

Dodeline Design would be happy to assemble your invitations for you!

However, unless otherwise stated, all invitations come unassembled. If you want Dodeline Design to assemble the invitations before they leave our studio, let us know and we'd be happy to discuss this with you. We are able to do as much or as little as you please — we'll even get them in the mail if you'd like! For assembly and mailing services, please add a \$2 to \$4 service fee per invitation as well as the applicable postage we will purchase on your behalf. We will quote the specific cost based on the complexity of your suite.

#### **MEETINGS & CHATS**

We absolutely love getting to know each of our clients, and often the best way to do that is to meet up for a chat. So that we can provide personalized attention to each of our clients, though, we do have to limit in-person meetings after our intial consultation. For custom clients, we will meet or set up a conference call up to twice per design project (i.e. save the date, invitation package, or day of paper package). Normally, we are able to make most design decisions in one meeting or call.

### ADDRESSING THE INVITES

Because no one gets it right every time, including calligraphers and printers and the Post Office and helpful friends, we always add 5% extra envelopes to your invitation quantity.

If you are having your invitations addressed by a calligrapher, we'd be happy to ship or deliver your invitations directly to your calligrapher. Remember to factor into your budget and timeline that you will more than likely need to print the return address on the envelopes ahead of time or have a stamp made and stamp the envelopes. We are happy to provide either service. If you require the envelopes packed and shipped separately or ahead of the rest of the order, we can certainly accommodate that request for a \$25 handling fee.

Printed guest addresses are another option that we can take off your plate. It's easy to get started: stop by our website and download the Excel spreadsheet. Send that sheet *only when it's final* to sarah@dodelinedesign.com with the subject line of your name and the wording "final address sheet."

Please note, the way you type the addresses is exactly the way the invitations will be printed. We are unable to be responsible for adding in proper titles, spell checking names, etc., as we have no way of knowing how your friends and family may spell their names, what their hometown is, etc.

### IN A HURRY?

We know sometimes you will need your order a little bit faster! Dodeline Design is happy to rush orders. Doing so places you at the front of our production line. Please note that you will be responsible for all rush shipping charges (those to you as well as from vendors to get paper + supplies in time), as well as a \$150.00 rush fee from Dodeline Design.

#### **POSTAGE**

Rather than simply dropping your invitations in the mail, we always recommend taking your invitations to the post office and having them weighed. Even if we weigh it here, you never know if the scale at your post office could be a tiny bit different, and when we're only dealing with ounces, that can make a postage difference. We prefer to err on the side of caution when it comes to purchasing postage for invitations.

For the most part, you will always need at least an "oversize" (currently 0.66 as of July 2013) stamp for your invitation. Please note that square invitations always require an oversize stamp, no matter what they weigh. Psst...while you're there, ask your postal person if they will allow you to hand cancel your invitations. It's prettier than metering and it will save them from going through at least one postal machine.

### PROOF POLICY

It's important to us at Dodeline Design that your order is absolutely perfect. Once we have your proof ready, we will email you the final file with a link to our website. Here you will be asked to review the file for print readiness and review proof approval policies a final time.

Because we want everything to come out the way you imagined, no other work will be done to your order until you've approved the invitation proof.

Please check your final files and order over very carefully as we are unable to be responsible for any errors or omissions in the final proof.

### **PAYMENTS**

We accept payment via check, cash, and credit card. However, we do prefer that payment be made via check, or a convenience fee of 3.5% will be added to the total. This enables us to keep our prices as low as possible.

If you would like to pay via credit card, just let us know and we will send you a secure payment link. Payments via check can be sent to Dodeline Design | 10 Resolute Lane | Suite 204 | Mount Pleasant, SC 29464.

### SHIPPING POLICIES

If you are local to the tri-county area, you are welcome to pick up your order at our office. Our hours are Monday - Friday, 9am to 5pm, but please call ahead at 843.606.0890 to confirm that someone will be there.

For destination brides and out of state orders, we are happy to ship your lovely invitations to you. We also ship internationally. All shipping charges will be billed separately to the credit card provided or added to your order to be settled at the end. Once the order is shipped you will receive an additional bill for the shipping charges. Please allow extra shipping time for all international orders.

#### IN THE EVENT OF BACKORDERS

While Dodeline Design cannot be responsible for backorders, we will do our best to suggest alternative selections to insure that your order is completed and arrives on time.

### CANCELLATION

If for some reason you need to cancel your invitation / stationery order after approving the proof, please be aware that, because of the custom nature of our products, orders are nonrefundable. Prior to proof approval, a cancellation fee of 50% of the order total applies.