wedding stationery process

the process, pricing, and key ingredients
an overview of what you will need to create your wedding stationery suite

CONGRATULATIONS! So you're getting married! Thank you for your interest in JLeicester Design. Here is some information about our Custom Wedding Invitation Process, the ingredients that make up your invitation suite, and the services we provide:

Wedding Invitation Suites

Can include all or some of the following pieces:
Save-the-Date • Invitation • Outer Envelope • Inner Envelope • Envelope Liner • Reception card • Response Card and Envelope • Insert Cards (gift registry, directions, accommodations, etc) • Website Card • Pocketfold Enclosure • Belly Band (ribbon, fabric, paper, lace, etc) • Thank You Notes

"Day-of" Details and Additional Materials

Once the big day arrives, there are many paper pieces that can also be custom designed to match your invitation suite. Items can include (but are not limited to): Ceremony Programs • Place/Name Cards • Table Numbers • Signature Drink Signs • Guest Book Table Sign

Printing and Invitation Styles

Your invitations can come in many different shapes and sizes with a variety of different components, depending on what you want to include for your guests. The standard sizes are: 5″ × 7″ (A7), or 5½″ × 5½″; and the standard shape is a vertical or horizontal flat card. Styles can include: Flat/Panel Card, Pocketfold, Petal Fold, Panel Pocket, Gate Card, Zig Zag Card. Please refer to the wedding stationery overview for more information on invitation styles.

Pricing

We will try and work within your budget, but wedding invitation suites typically start at around $400 for Flat Printing. These prices are based on an order for 100 invitation suites, which include the invite, outer envelope, rsvp card and rsvp envelope. This does not include envelope liners, specialty papers, ink, pockets, special printing styles, ribbons, shipping and handling, etc. Each invitation suite is completely custom and so is the pricing, which is why we will provide you with a detailed estimate for your invitation suite based on our first meeting.

Timing

As a general rule of thumb, Save-the-Dates should be mailed 6 to 9 **months** prior to your wedding date. Wedding Invitations should be mailed 6 to 8 **weeks** prior to your wedding date. Please use the Wedding Stationery Checklist as a step-by-step guide for all your wedding stationery. It will help!

Embellishments

We'll determine what embellishments you'd like to include (if any) for your invitations. You'll be responsible for purchasing the remainder of any embellishments used. We can gather sample possibilities to use for any mockups, and any embellishments required for one completely assembled invitation.

Postage

Please remember to keep in mind the cost of postage. We are not responsible for purchasing any postage or figuring out the cost of postage. Wedding invitations must be weighed in order to determine the cost of postage, and this cannot be done until the final invitation is printed and assembled. Please visit www.usps.com to order postage or www.zazzle.com for custom postage.
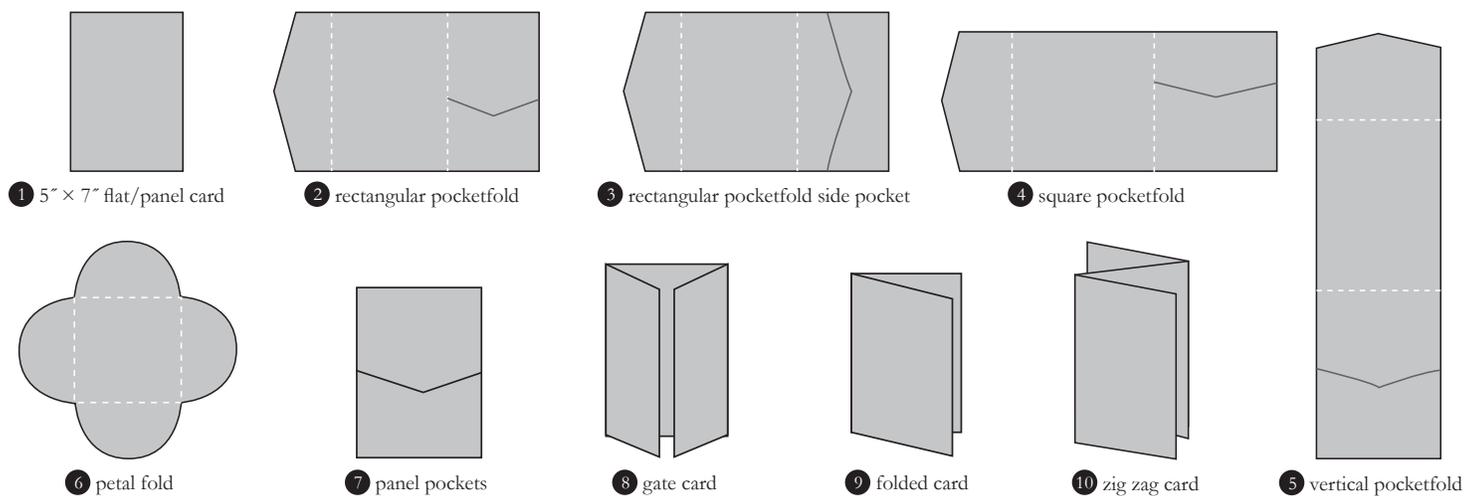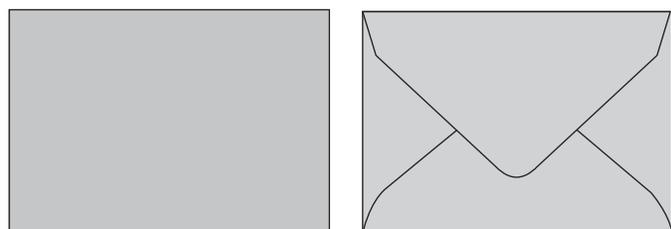
wedding stationery process

invitations

Your invitations can come in many different shapes and sizes. The standard sizes are 5″ × 7″ (A7) or 5½″ × 5½″; and the standard shape is a vertical or horizontal flat card. Below you'll see several of the many different possibilities.

1 5″ × 7″ flat/panel card   2 rectangular pocketfold   3 rectangular pocketfold side pocket   4 square pocketfold

6 petal fold   7 panel pockets   8 gate card   9 folded card   10 zig zag card   5 vertical pocketfold

rsvp cards

Your RSVP card can either be a postcard or a formal card with a matching envelope. Typical RSVP size is 3½″ × 5″ or 5½″ × 4¼″ (A2), and can either be vertical or horizontal.

insert cards

Insert cards include but are not limited to: your reception card, map/directions card, hotel accommodations, rehearsal dinner, etcetera. They can also be any shape and size, usually depending on the size/shape of your invitation suite.

The Process

Step 1: Consultation and Contract

Designing your custom invitation suite will begin with a face-to-face meeting (if you live in the San Francisco Bay Area), phone call, or Skype chat to kickoff the invitation process. At this time, we will want to know all the details of your big day – the venue, colors, flowers... everything! We'll discuss the overall vision of your wedding invitations. We'll show you fonts, colors and paper types and get all the crucial information to start your initial design samples and estimate. During this time, we will also go through any necessary paperwork and documentation, as well as the Project Schedule. We'll then create an estimate based on your design needs.

Due to the complexity of custom wedding invitations, please contact us at least 5 months before your wedding date and 3 months before your invitation "mailing date" to ensure on-time delivery.

Step 2: Estimate

We will provide you with a detailed estimate for your Save-the-Date, Invitation Suite, and/or Additional Materials based on our meeting.

Step 3: Deposit

Once the estimate is approved, 35% of the total cost is due in order for us to begin design work. Payment should be sent via check.

Step 4: Mock Ups and Design Samples

Roughly 3 weeks after the deposit is received, you will see your first round of initial designs and mockups. It's preferred to set up another meeting for you to review the design samples. However, if that's not possible, then we'll send PDFs to you via email. Based on the information from our kickoff meeting, we will put together up to 3 mockups for you to review, each with a different design for you to pick and choose from.

Step 5: Revisions

Via email, please provide us with any edits to the designs that you would like to see and we'll get to work refining the pieces. We'll do up to 3 rounds of revisions. Any requested revisions after that will be charged additional fees.

Step 6: Final Proof and Final Art Approval

We will send you a final proof for review and the Final Art Approval document to sign. We cannot begin production until the final art is approved and this document is signed. It is very important that you proofread, as we can't be responsible for any errors once your invitations have gone into production.

Step 7: Printing and Production

Once the final overall design is approved, the printing and production process will begin. Final invitations can take between 3 to 4 weeks to be finished depending on the complexity of the order.

Depending on the complexity, it's up to you how involved you'd like us to be for production. You have the option: we can print, cut, and assemble all the invitations; we can do just the printing and cutting (and you can do the assembly); or we can just provide you with the final art files (and you can be responsible for all the printing, cutting, and assembling). We know how stressful planning and organizing a wedding can be, so we'd love to take this load off. However, this is a good way to save some money and many couples enjoy assembling the invitations themselves. Depending on what you want will affect the cost of production. At the very least, we will provide you with one completely assembled invitation. This will be determined at our first consultation.

Step 8: Final Payment

We will send you the Final Invoice via email and it is requested that you send payment for the final amount within 15 days from receipt of the final invoice (California sales tax are applied to orders within California; percentage varies depending on your county).

Step 8: Delivery

Final Invitations suites are typically shipped Priority Mail via USPS. Clients within the San Francisco Bay Area can also arrange for a pick up time. Our studio is located in Dublin, California.