

# Monark Design Studio

## Frequently Asked Questions (Invitations & Stationery)

### General Questions:

1. Do you design for Maryland-DC area clients only?
2. How much do your invitations cost?
3. What payment methods do you accept?
4. Can I choose my own fonts?
5. Can I submit a photograph or unique artwork to use?
6. How are 'proofs' delivered?
7. Would you be willing to do 'design only' invitations?
8. Do your invitation packages include envelopes?
9. How will you deliver my printed items?
10. Do you have a catalogue where I can select a design?
11. Are invitation samples available?
12. Do you accept returns?

### Wedding Invitation Suite Questions:

13. Are you able to match my wedding color scheme?
14. How long will it take you to design my invitations?
15. What size is a standard invitation card?
16. Is it normal to have only one envelope? (vs. an Inner/Outer envelope)
17. What print techniques do you use?
18. What type of paper do you use?
19. Can you help with my invitation wording?
20. Will you assemble my invitation packages?
21. Can you print return addresses and/or recipient addresses on envelopes?
22. My budget does not allow for address printing. What other options do I have?
23. Can I receive my monogram in a file for external use?

## Reminders

✂ **Confidentiality:** Your information is guaranteed to be kept private, and will not be shared with anyone else outside of myself, and designated print vendors.

✂ **Invitation Quantities:** When ordering wedding invitation cards, remember to order extras (usually 10-20%) in case of addressing mistakes, or additional invitees. Etiquette allows for one invitation per household/per couple. Children over the age of 16 generally receive their own invitation.

✂ **Save the Date Mailing:** Save the Dates are generally mailed out 6 – 8 months prior to the wedding date (or even sooner if you plan on having a destination wedding, or any out of town guests).

✂ **Wedding Invitation Mailing:** Wedding invitations are generally mailed out 6 – 8 weeks prior to your wedding (or even sooner if you are having a destination wedding, or any out of town guests). When deciding on your RSVP return date, keep in mind most caterers need to be informed of the total number of guests 2 – 3 weeks prior to your wedding.

✂ **Postage:** Have your fully assembled invitation package weighed at the post office prior to purchasing postage. Remember to add postage to all RSVP envelopes and RSVP postcards as well. Custom postage can be ordered at:  
<http://photo.stamps.com/>

✂ **Design:** 'The sky's the limit' with custom invitation design. If you have a special idea, just share it with us! We can create a design and package that is unique to you.

## General Questions

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### 1. Do you design for Maryland-DC area clients only?

No - I proudly serve all local and national clientele.

### 2. How much do your invitations cost?

Since each invitation suite is unique in design and scope, it is also unique in pricing. Cost is determined by deadline/time-frame, design, print method, and paper stock selection. Feel free to contact me for additional information.

### 3. What payment methods do you accept?

PayPal (credit card/check card) and certified check.

### 4. Can I choose my own fonts?

Monark Design Studio currently has a vast array of various font suites. A font suite will be chosen to fit the aesthetic of your custom pieces. Since the invitations will reflect *your* special event, suggestions are always welcome.

### 5. Can I submit a photograph or unique artwork to use?

Yes! Simply submit a high resolution PDF or JPG file of your electronic artwork. Your image should be at least 300ppi, and no more than 8MB in size.

### 6. How are 'proofs' delivered?

All proofs are delivered by email in Adobe Acrobat PDF. (Free Acrobat Reader: <http://get.adobe.com/reader/>)

### 7. Would you be willing to do 'design only' invitations?

Absolutely. I understand that, depending on budget constraints, many brides prefer to print their invitation suites at home or with an independent print vendor.

My contract allows for 'design only' services. Upon completion of your final design, I will submit (via email or CD) a high resolution PDF containing each element of your design suite. Please note, final print files can not be set up to print in Microsoft Word.

### 8. Do your invitation packages include envelopes?

Yes! The cost estimate indicated on the Production Agreement Form includes your printed cards and corresponding envelopes. Please let me know in advance if you prefer to order your own envelopes from a separate vendor.

### 9. How will you deliver my printed items?

Your invitations will be securely shipped through UPS or FedEx, 5-7 day ground (unless you indicated Express shipping). You will be given a tracking number to follow the delivery status of your package.

### 10. Do you have a catalogue where I can select a design?

All invitations are custom to every client, so there are no catalogues or templates.

### 11. Are invitation samples available?

Sample wedding and special event invitation suites are available to view online at: <http://www.monarkdesigns.com>

### 12. Do you accept returns?

There are no refunds, returns or exchanges for invitations or envelope orders, as all are custom pieces. If you discover any errors after signing the Final Proof Approval form, a second run of invitations can be made at an additional cost to you. However, if there are any errors due to our negligence, a complimentary second run of invitations will be made at no additional cost.

### 13. Are you able to match my wedding color scheme?

Yes. We can match our ink colors to any fabric swatches or color chips you may have, using the universal design/print Pantone color system. A select number of metallic inks can also be matched as well.

### 14. How long will it take you to design my invitations?

Depending on the scope of work, it typically takes from 2-3 weeks to design an invitation package. If you need your invitation suite designed sooner, please contact me. Rush design and print services are available.

### 15. What size is a standard invitation card?

To ensure each card suite can be mailed appropriately, all cards are designed to fit a 4 Bar envelope (RSVPs only), A2, A6, A7, or #10 envelope. Square cards can be designed, however, they do incur additional postage.

### 16. Is it normal to have only one envelope? (vs. an Inner/Outer envelope)

Yes, this method is quite common and widely accepted these days. Encasing your invitation suite in one envelope is more cost effective, saves on postage, addressing time, and cuts down on excess paper waste. More modern brides opt for this option. If you consider yourself more of a formal/traditional bride, you may opt for inner and outer envelopes.

I provide one main envelope with standard invitation packages. Inner/Outer envelopes can be ordered by request, at additional cost. Inner/Outer envelopes are only available for 5x7 cards, and are provided in limited colors.

### 17. What print techniques do you use?

All invitations are printed by either offset lithography, or digital printing. One or both of these print methods will be used depending on budget and scope of the project. Thermography and engraving options are available upon request. Letterpress is not available at this time.

### 18. What type of paper do you use?

Typically, a #100-#130 linen cover stock or #100-#130 smooth cover stock will be used. Various other paper stocks can be used depending on the scope of the project. All paper is environmentally safe (FSC certified).

### 19. Can you help with my invitation wording?

Sample wording to be viewed online at <http://www.monarkdesigns.com>. However, There are many online sites that provide information and suggestions regarding wording etiquette. [www.theknot.com](http://www.theknot.com) is an excellent resource.

### 20. Will you assemble my invitation packages?

Unfortunately, no. Coordinating invitation assembly can be quite costly. I like to provide budget friendly options to all brides. Invitation package assembly and postage purchases are the responsibility of the bride and groom.

### 21. Can you print return addresses and/or recipient addresses on envelopes?

Yes! Please contact us for further details and pricing. Pricing will vary depending on quantity and colors used.

### 22. My budget does not allow for address printing. What other options do I have?

Handwriting your guests addresses is a great way to personalize your invitation package. Many brides have also opted to print their own address labels at home. Self-adhesive 'wrap-around' address labels are available. Please contact me for details.

### 23. Can I receive my monogram in a file for external use?

Of course! If a monogram was designed as part of your wedding invitation suite, then you are entitled to that artwork for future use. Your monogram artwork will be provided in high-resolution JPG and PDF format.