

Stationery is the first introduction to your event. Give your guests a peak into something fabulous to come!

notes and ideas – notes on overall style: _____
 colors I would like to incorporate: _____
 symbols/motifs I would like to incorporate: _____

save-the-dates

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: _____

invitations

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: _____

programs

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: _____

thank-you notes

paper weight, size, shade	typeface/font	printing method	other design elements	cost estimate
				\$

wording: _____

prospective stationers

stationer 1	stationer 2
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	proposal price \$
notes	notes
stationer 3	stationer <i>final selection</i>
company name	company name
contact name	contact name
address	address
telephone	telephone
email	email
web site	web site
proposal price \$	notes
notes	

proposal		
total cost <i>(include all discussed services and fees)</i>		cancellation/refund policy
deposit \$	date sent	
balance \$	due date	
proposed stationery package includes		
other terms and conditions		

save and attach your final contract to this document