

Ordering wedding stationery



Proofs

We will firstly send you a draft with up to 3 design options. If any alterations are required we will offer a further 3 sets of complimentary proofs. Extra proofs beyond the complimentary ones will be charged at \$25 each. From here, we will begin coordinating all your other stationery with your invitation.

Samples

Once the final proof is approved, you are welcome to order a sample invitation to see how it will look. Please note this is an additional \$7 fee (this is optional but highly recommended).

Prices

All prices are in New Zealand dollars and are inclusive of GST.

Paper Stock

All invitations are printed on plain 300gsm card stock, unless stated on the quote.

Colours

Please note, colours on the screen may differ from printed versions, and may vary slightly between samples and orders.

Envelopes

All invitations come with a plain white envelope, unless stated on the quote.

Guest Names

Guest names can be printed for a flat fee of \$45.

Time Frame

Please allow 2 - 6 weeks to complete your wedding invitations. For custom designs please allow 2 - 8 weeks.

Delivery

Delivery for the completed invitations will be via courier within New Zealand. Delivery costs are additional and will be added to your invoice. Collection from the studio can be organised by arrangement only.

Rush Fee

Please note if you require any of your wedding stationery within 5 working days of approval of printed proof and final payment, a 15% rush fee will be charged.

Cancellations

We begin work as soon as the deposit is received. Please note if you choose to cancel your order following this, the 50% deposit is non refundable.

Printing Errors

Creative Box takes no responsibility for spelling errors after final sign off proofs. We strongly recommend thoroughly checking all the wording and spelling, including all guest names. It is a good idea to get a second person to proof read as well.

Refunds

Creative Box will thoroughly check your stationery to ensure there are no errors before dispatch. Any errors made by Creative Box will be rectified at our expense. Notification of any errors must be reported with 7 days of delivery. After 7 days of delivery Creative box will take no responsibility for mistakes and consider the stationery order complete. Please note we do not give refunds for change of mind.

Copyright

All designs and content are copyright to Creative Box Wedding Stationery and Graphic Design 2017.

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We understand there is a lot to do when it comes to planning your wedding day, and we hope to make the whole process stress free and fun, whilst designing a beautiful invitation and stationery package for you to treasure.

Therefore, we have put together a comprehensive ordering process for you to follow, including at what time you need to organise your pieces of stationery.

From the collection

Firstly, you choose your favourite invitation design from the “collection”.

If you wish to order a sample pack you can do, though this will incur a small fee of \$7.

Then, if you live locally in Te Awamutu, New Zealand we can meet to discuss your requirements. No problem if you live elsewhere in New Zealand, we can do it all via email or phone, as this works perfectly fine.

If you would like to go ahead with us, we will require a 50% deposit before work begins. This is non-refundable, but will be deducted from the final balance. Once this is received, we will proceed to design your invitation with your choice of colour, font and wording. We will firstly send you a draft with up to 3 design options. If any alterations are required we will offer a further 3 sets of complimentary proofs. Extra proofs beyond the complimentary ones will be charged at \$25 each. From here, we will begin coordinating all your other stationery with your invitation.

It is your responsibility to proof read very carefully. Once you have given us the final approval of your digital proofs, we can send you a printed proof of your invitation, which must be approved too. Please note this is an additional \$7 fee (this is optional but highly recommended). Please allow a week for this. The final balance owing is then required to be paid, and must be made prior to going to print.

Expect 2 - 6 weeks for us to complete your wedding invitations.

Tailor-made

We are more than happy to create a “tailor-made” design for couples wishing for something a little more personal. Whether you have something in mind or you want to give us creative license we can come up with something you will be truly happy with.

You may wish to order a sample pack, though this will incur a small fee of \$7.

Initially, we will meet either in person or via phone or email, depending on where you are located in New Zealand. We will discuss your style and ideas and wedding details, and once we have established your needs we will send you a quote. If you would like to go ahead with us, we will require a 50% deposit before work begins. This is non-refundable, but will be deducted from the final balance.

Using the brief we will design your invitation with your choice of colour, font and wording. We will firstly send you a draft with up to 2 design options. If any alterations are required we will offer another 3 sets of complimentary proofs. Extra proofs beyond the complimentary ones will be charged at \$25 each. From here, we will begin coordinating all your other stationery with your invitation.

It is your responsibility to proof read very carefully. Once you have given us the final approval of your digital proofs, we can send you a printed proof of your invitation, which must be approved too. Please note this is an additional \$7 fee (this is optional but highly recommended). Please allow a week for this. The final balance owing is then required to be paid, and must be made prior to going to print.

Expect 2 - 8 weeks for us to complete your wedding invitations.