

your proof

Once you have submitted the completed order and text forms, Dauphine Press will provide a complimentary custom designed, color proof based on the information supplied in your forms. This proof will be sent via email within 2-3 business days. If necessary, a second proof for any minor text edits is also complimentary.

Any additional minor text edits after the second proof for any major text edits after the first proof will incur a proof fee of \$25 per printed piece requiring edits (i.e. invitation, response card, reception card, etc.).

Minor text edits are defined as simple tweaks to existing copy and layout (i.e. adding or removing a word, correcting misspellings, correcting capitalization, changing color, etc.).

Major edits are defined as any edits that require considerable rework to the design (i.e. changes in layout, font selection, motifs, dimensions, etc.) or major text revisions (i.e. adding large amounts of copy, fl in new copy, etc.) and will incur proof fees anytime after the initial proof.

approving the order

Please proofread all items carefully prior to giving Dauphine Press approval to print. We urge you to carefully consider all content on every piece of your stationery suite proof including the call-out details listed on the page by our designers (identifying papers, inks, etc.). Your proof includes approval boxes for your sign-off. Please scan and email the signed/approved proof back to Paper & Pearl (info@paperandpearl.com).

Please note that the signature approving artwork for print assumes total responsibility for all design and typographical elements. Dauphine Press is not responsible for typographical and design errors that have been approved by you, your employees and/or your client. Dauphine Press will not incur the costs of reprinting and shipping orders due to these errors, nor will a refund be issued.

printing turnaround time

Once we receive your signed approval, your order will print and ship within 10 business days. You will receive confirmation of receipt of your faxed approval within one business day. Orders ship per the method and shipping address indicated on the order form. If you have requested specialty printing or hand-assembly for your order, please allow up to an additional 5-10 business days.

specialty printing, special orders & hand-assembly turnaround time

Any orders with foil or painted edges will require a 15 day turnaround from approval. If your order also includes special orders and/or hand-assembly additional time may be needed.

hand-assembly and embellishments

Once the printed pieces are complete, our skilled team will undertake any hand-assembly (i.e. lining envelopes, setting grommets, mounting invitations on pocket folds, tying ribbons, stuffing envelopes, etc.) which you have ordered. This process can take up to an additional 5 business days.

In order to meet the production times for orders with embellishments (colored papers, decorative papers, pocket folds, backer cards, ribbons, etc.) the following will take place:

- Embellishment orders are immediately placed when your order is received.
- You will be notified if an item is back ordered or out of stock.

Please note that if you remove an item or changes the quantity on your order that includes specialty paper and/or embellishments from outside suppliers, they may be subject to a 15% restocking fee, rush shipping fees and/or delayed ship date if additional quantities are needed.

shipping

Our standard method of domestic shipping is UPS Ground. All orders ship out of Hempstead, NY. Please review the following shipping guidelines to estimate delivery for ground shipping:

To AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY: 4-6 business days

To AL, AR, FL, GA, IA, IL, KS, MN, MO, MS, ND, NE, OK, SD, TX, WI: 3-4 days

To All Other States: 1-2 business days

To Puerto Rico: 5 days



printing & design guidelines

letterpress printing

Letterpress printing gives a beautiful, three-dimensional impression in paper unsurpassed by any other print method. In letterpress printing we ink a raised surface that is pressed into soft cotton paper. The amount of impression can be varied, though we normally use a great deal of impression when printing wedding invitations and special announcements. Our printing is done on 50-year-old printing presses — subtle irregularities are inherent in the process. No two pieces are entirely identical, and letterpress printing is not an exact science. Subtle variations in inking, color, impression and position are to be expected.

foil

The designs in our albums featuring foil stamping are available only in the sizes and foil placement combinations shown. However, you may change the variable content as needed to create a custom design (i.e. a response card with foil can be converted in to an announcement or save the date of that same size). The letterpress + foil pricing grids are based on the designs shown in our albums. For custom sizes and designs not shown in the album, please contact Client Services for a quote (707.776.0790).

painted edges

Painted edges are available for any card printed on our premium letterpress paper, with or without rounded corners. We recommend 236lb. cover premium letterpress paper for best results. All jobs that have painted edges will be shipped with a complimentary protective tissue insert to protect edging from offsetting onto other printed pieces during mailing. Please note that edge painting is a hand-applied process and is subject to slight variations in ink color.

blind letterpress/blind hit (printing without ink)

This process requires a medium to heavy line weight or graphic to create a distinctive impression. Please avoid designs with fine details for blind letterpress. Contact Client Services if you would like us to confirm whether or not a graphic will reproduce well using blind letterpress. Note that a run of blind letterpress is considered a color press run. For example, an invitation with black ink plus blind letterpress would be priced as a 2-color piece.

rush orders

Two week turnaround: A proof will be generated in 1-2 business days and your order will ship within 5 business days of sign off. We cannot process 2-week rush orders that require special orders or hand-assembly. Contact Client Services if you have a potential rush order as there are times during the year, during busy season, when we may not be able to accept rush orders. Please note that additional charges apply for a rush.

early envelopes

No Liner: Early envelope requests must be placed at time of order. A proof will be generated in 2 business days and envelopes will ship within 5 business days of sign off.

With Liners: Early envelope requests with liners require a special order and hand-assembly by the Dauphine Press production team and therefore require a longer lead time. A proof will be generated in 2 business days and envelopes will ship within 10 business days of sign off.

Dauphine Press cannot process requests for early envelopes mid-order; however, we can expedite shipping of envelopes separately for an additional fee to cover shipping and handling, once the order has printed.

changing quantities on an existing order

Dauphine Press will change the quantity on an existing order at any time before it goes to print, simply contact Client Services. Please note that if your client removes an item or changes the quantity on their order that includes specialty paper and embellishments from outside suppliers, they may be subject to a 15% restocking fee, rush shipping fees and/or delayed ship date if additional quantities are needed.

getting started printing and design guidelines

ink colors and color proofs

Inks shown on your digital (pdf) proof are a close approximation of the selected colors and are not an exact match. Computer monitors vary in color representation. Please refer to the physical ink swatches in the Design Library for the best color reference. Letterpress is a very different process from standard offset printing and variations in ink coverage, depth of impression, paper color and texture all make for the subtle irregularities inherent in the process.

custom ink colors

Should you not find an appropriate ink color in the Ink Palette section of our Design Library, you can request a custom ink mix for any uncoated Pantone solid color. Please see embellishment pricing for additional cost.

double-sided printing

Most printed pieces can receive double-sided printing. Double-sided items may include multiple colors on the front, but we recommend only one color on the reverse side. For the best results and deepest impression we suggest that you consider our double-thick, 236 lb. stock, for double-sided printing. Please see embellishment pricing for additional cost.

printing on envelopes

Printing of the return address on outer envelopes is complimentary with invitations, announcements, response sets and note cards. When a client requests a graphic be added to the front of the envelope, a charge will be added to the invoice. Please see embellishment pricing for additional cost. Forgoing return address printing will not result in discounted price.

providing your own artwork

Dauphine Press accepts Adobe Illustrator and InDesign fi (CS3 or earlier). Please make sure fonts are outlined and images are embedded. When providing a motif or logo, please submit vector art or bitmap tiff fi at 1200 dpi sized at 100% of print size. Please verify artwork resolution before submitting. Please note that we cannot letterpress print photos or color halftones.

press wash

Press wash charges will be incurred when adding colors to a print order that are not used on the primary piece i.e. invitation card. One and two color pricing assumes the same colors used on the primary piece will be carried through all printed pieces within an order. Ordering a secondary piece printed in a color not used on the primary piece requires a press wash. Please see embellishment pricing for additional cost.

postage

Additional postage may be required when mailing large, square and/or multiple part invitation suites as well as post cards. Please consult your local Post Office for the correct postage for your invitation suite.

maps

Textured Background Maps: Dauphine Press offers a selection of background maps for many popular wedding destinations. Existing maps can be found in the motif section. You may also contact Client Services to see if your client's location already exists or if custom design will be required. To have a new map created for your special location there is a charge of 1-3 design hours based on complexity.

Custom Street Map Illustration: Dauphine Press does not offer custom map illustration, but will refer you to an illustrator from our preferred vendor list. We are also happy to print your custom artwork, which we can enhance with motifs from our Design Library.

orders with photographs

We have shown a few designs in our albums with tipped on photographs. Dauphine Press does not print nor assemble photographs. We recommend you consult an online provider for this service. Please be sure to include the size of your photograph on your order form and/or custom design worksheet before the design process begins.

orders with pocket folds

Orders with Envelopments® Pocket Folds of any size require an Envelopments® outer envelope in the corresponding size and color to match your invitation paper stock. These will automatically be included in your order at no additional charge.