



CALLIGRAPHY • HAND ENGRAVING • CUSTOM ARTWORK

HAND CALLIGRAPHY

ENVELOPE ADDRESSING

Outer Envelope - \$6.00 per
Inner Envelope Only - \$3.00 per
Outer & Inner Envelope Set - \$9.00 per

Textured/Handmade Paper - \$1.00 additional fee per item
List Preparation & Etiquette Review Fee* - \$75

*The provided text will be written exactly as submitted. This fee will apply if you would like us to review your list for spelling errors, etiquette, etc.

CUSTOM INK MIXING

Flat rate for colors other than black - \$20

SPOT CALLIGRAPHY

Couples' Names - \$150
Invitation Element (i.e. location, date, titles) - \$100
Return Address - \$125
Full Calligraphy Invitation (up to 3 pieces) - \$675
Menu or Program Headers - \$250
Monogram or Venue Sketch - \$300
Work that is digitized for print reproduction includes one proof revision

INVITATION CALLIGRAPHY

Full Invitation Card Calligraphy - \$500
Full Invitation Suite Calligraphy* - \$700+
*For full suite calligraphy, please email for a custom quote as price will vary depending on the number of pieces (reply card, details card, etc.) that you require

DAY OF CALLIGRAPHY

Place Cards (Name Only) - \$2.50
Escort Cards (Name and Table Number/Table Name) - \$3.00
Non paper surface (i.e. Acrylic, agate, leaves) – additional \$0.75/place or escort card
Escort Envelope and Table Number Insert - \$3.25
Table Numbers - \$5.00+
Small Signage - \$10.00+
Large Signage and Other Items - \$50+ (please get in touch for a custom quote)

COMMISSIONED PIECES

Vows, poems, passages, etc. - \$150 + (please get in touch for a custom quote)

ON SITE EVENT CALLIGRAPHY

\$150/HOUR, 3 HOUR MINIMUM
For events outside of Fairfield County, additional travel rates may apply. Please get in touch for information about availability.

PAYMENT SCHEDULE

Booking Fee (non-refundable deposit) – 50%
Before project completion & shipping – Balance
Rush Fee: within two weeks of event – 20%
Rush Fee: within one week of event – 50%

ARTISTIC STYLE

It is an honor to be a part of your special events and I want you to love my work! Before contracting my services, please spend time reviewing my work to ensure you like and trust my artistic style and abilities. You can be assured I will create your project to the same quality as the samples on my website.

HANDWRITTEN WORK

Please keep in mind that, unlike computer-generated fonts, the beauty of hand written calligraphy is the natural variation of the letter form. My hand will not make each letter exactly the same every single time. These variations result in every piece of writing being a unique work of art.

LICENSING

As the artist, I remain the sole owner of all artistic rights. Commissioned art is for personal use only. Separate commercial licensing agreements are available.

PHOTOGRAPHY

Emailed copies of professional photography taken of my work are always appreciated. You are encouraged to share images on social media (credit with "Calligraphy by Allison Costlow"). If sharing on Instagram, please tag @thepoppypen.

QUANTITY CHANGES

If the quantity of guests/product decreases after payment of the deposit, the original agreed-upon terms remain in effect.

TEXT SUBMISSION

The provided text will be written exactly as submitted. For commissioned pieces, no changes may be made after work has begun. Name/address lists may be provided as Word document or Excel Spreadsheet. Please note that if the text is not submitted by the requested date, it is likely to delay the order deadline. For \$75 fee we are happy to assist you with list preparation and etiquette review.

ADDITIONAL BLANKS

Please understand that error is inevitable on hand-produced work. For projects such as envelopes and place cards, please provide a minimum of 20% additional blank product with a minimum of 10 count. The more extras I have, the faster I can work and the sooner the order will be completed.

CORRECTIONS

Please review the final order upon receipt to be sure there are no corrections needed. If any corrections are needed, please email a complete list within 72 hours of delivery.