



Schatjes Invitations® & more...

schatjesinvitations.com
info@schatjesinvitations.com

347-260-1247

Service Agreement

Thank you for choosing **Schatjes Invitations®** to be part of one of the most important days in your life.

Company

Primary Contact Information

First Name

Last Name

E-mail

Phone

Job Title

Shipping Address

Address (Line 2)

City

State

ZIP Code

Secondary Contact Information

First Name

Last Name

E-mail

Phone

Thank you for choosing **Schatjes Invitations™** & more to be part of your big day.

We at **Schatjes Invitations™** & more strive to bring you the best custom hand made invitations for your party. You choose the design, colors, style and fonts for your special made boxes with inserts (the way the inside of the invitation will look when the boxes are opened) or flats invitations of your choice. We offer a total of ten different invitations boxes designs styles & a variety of flat invitations that could be totally customized by you. Boxes & flats sizes and samples pictures can be found on our web site.

The following instructions will help you choose the right colors, designs, and boxes or flat designs for your wedding invitations. Please follow these few steps to start your invitations process.

1. Look at the invitations designs, and choose the style that will represent your big day the best.
2. Choose your theme colors, by choosing 2 different color papers, first one is your main color that will be used for the outside of your box/invitations. The second color is what is going to be used on the inside to be shown true the cuts.
3. From inside the Outside Design choose the design that you will like to use on your boxes. (for boxes only) For invitations choose from the Monograms the style you would like to use on the outside of the invitations.
4. From the Fonts list choose the font type that is going to be used on the outside of the boxes and also for the phrases inside the boxes. Don't forget to also choose the font style for your invitation program
5. From the Ribbon1 choose the color of ribbon that you will like to use for the edges of the boxes/invitations (if applicable), From the Ribbon2 choose the color ribbon that is going to be used to tie the boxes. (Only if applicable)
6. Choose your envelope color. Envelope size will correspond with flat size (only if applicable)

****NOTE:** If you would like to use a picture in the center of the inside of your box please let us know. If you are interested in using a monogram design for any other product outside our contract we could sell you a high resolution PDF copy for a small fee.

If you decide to add a musical CD to your package the process is the same as the invitation boxes but the monogram will be used instead of the outside designs on the boxes.

LABELS: There are two kinds of Labels. First kind are used to put the names of your guests (included only for boxes) and second are used for candy boxes or bottles depending on your choice and package.

SAMPLE PACK: Our Sample pack kit includes all the paper samples for your Invitation, Boxes, or Envelopes, it also includes all of the ribbon colors we provide for your invitations (if applicable). For a sample kit discount please have your wedding planner or event planner contact us.

All steps could also be found on our web site schatjesinvitations.com there you can work side by side when filling out your order information

••Please read through all of the pages, cause all of the information needed are on this package for easy and smooth understanding of your order.

INVITATIONS STYLES

We offer a total of ten different invitations boxes designs styles & a variety of flat invitations that could be totally customized by you, just by choosing card stock colors, outside designs, fonts and the colors of the ribbons, and the invitations program style. These boxes sizes and samples can be found in the next page labeled BOXES.

INDIVIDUAL PRICES

Our quality and designs are 70% hand made, and is totally attention to detail. Prices will vary from style to style of the boxes or flats. It will also vary if you only looking for invitation boxes/flats, or if you are looking for packages. All prices are per one unit box or flat. You'll be able to find all prices of the Boxes, Flats, CD boxes, High res. Monograms and more... in our PRICE LIST of this package.

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WHAT IS INCLUDED W/BOXES

In the individual orders of boxes you'll receive:

- Box of your choice fully designed,
- Color ribbon of your choice to wrap the box, cut to size,
- Labels, with names of guests on back side & monogram of choice on front side,
- Wedding program on the inside of the boxes,
- R.S.V.P cards to put on the inside of boxes.

When order are shipped: A fully assembled box will be sent, for easy assembly at home. Remaining boxes will be shipped flat, but fully designed.

WHAT IS INCLUDED W/FLATS

In the individual orders of flats you'll receive:

- Invitation of your choice fully designed (ribbon of your choice added only if applicable)
- Monogram of your choice die cut on invitations
- Envelopes of your choice

(except for metallic, silk or 7 x 7 or higher an additional \$3.50 per every 25 will be charged)

- R.S.V.P cards to put inside invitations

When order are shipped: All flats and envelopes will be shipped separate in one box

****NOTE:** If you require for Schatjes Invitations® to ship all boxes fully assembled, an extra manual labor cost will be charged.

A high-res monogram can also be ordered for additional use on other products for a low cost.

Please call or e-mail for price.

SAMPLES

Not sure on our products? You are more than welcome to test try us by ordering a sample. Samples are charged as a regular priced box or flat. You still get to personalized your sample box or flat. All of the invitation information will be needed. All the process is the same.

PACKAGES

We offer five deferent packages.

1. Invitations boxes or flats, CD Boxes, and printed CD labels (includes 1 CD) with the groom and bride favorite songs burned the CD.
2. Invitations boxes or flats, CD Boxes, and printed CD labels (includes 2 CD's) his and hers favorite songs burned on each CD.
3. Invitations boxes or flats, empty mint boxes with personalizes labels on top
4. Invitations boxes or flats, CD Boxes, and printed CD labels (includes 1 CD) with the groom and bride favorite songs burned the CD, and empty mint boxes with personalizes labels on top.
5. Invitations boxes or flats, CD Boxes, and printed CD labels (includes 2 CD's) his and hers favorite songs burned on each CD, and empty mint boxes with personalizes labels on top.

NOTE: If interested in adding a picture of the couple on the CD labels a high-res pic. must be sent to [Schatjes Invitations®](#) and a additional design setup will be charged. All packages will have a cohesive design. Based on the colors, monogram, fonts and Designs of your choice.

If you are interested in any of these packages please contact us, via e-mail or fax to us know what you're looking for, so we can give you a package quote based on the box or flat designs that you may be interested in.

WARNING:

By choosing [Schatjes Invitations®](#) to mass produce your invitations or packages, a fully finished sample will be automatically added to the order this will be a one time charge. For packages a sample of every thing will be made. This is so corrections could be made prior to mass productions. If you choose not to receive a sample of what you have chosen as your invitations, and will like to take it off the automatic addition of your order, you **CAN** do so, but **NO** corrections will be made prior to mass production. Your order will go directly to production and [Schatjes Invitations®](#) will **NOT** be responsible for any mistakes that your order may have when you receive your shipment. We are **NOT** responsible for any typo's, wrong papers color, wrong ribbon colors (If applicable), wrong box or flat design. In other words nothing that has to do with the individual boxes, flats or packages you might have chosen and signed off on the mass production agreement without a correction

What **Schatjes Invitations®** need from you:

1. **Bride and groom info.**

Wedding Date:

Names of the Bride and groom:

Initials:

2. **Boxes, flats info.:**

Name of boxes or flats:

Boxes quantity:

Outside design:

Paper color 1:

Paper color 2:

Fonts for outside design:

Fonts for inside design

Words for inside panel of box design (ex... Love you for life)

Ribbon color on box or flat edge (if applicable)

Ribbon color to tie boxes or CD boxes

3. **Monogram info.:**

Monogram Design:

Monogram middle Initial font

Monogram info. Font

4. **Wedding program informations. (as you will like it to read on the invitations)**

Program Design.
(Booklet, Accordion, or
Overlap clockwise)

Programs fonts

Program Information

Guest info.:

List of the names of your guests. Invitation labels (boxes only)

Indicate exactly how you will like for them to be printed on the labels.

Example "Mr. & Ms. Doe or Mr. Doe & Family",

6. R.S.V.P info.:

R.S.V.P cards info. (Exact information Please).

7. Envelopes

Envelopes
(for flats only) Please put
envelope name, color #
and size

8. Packages

CD Box Design

Songs List

Label Design and tin size

Label Info.

NOTE:

Please spell check your program, last/names of your guests and your R.S.V.P cards informations. We highly recommend that you proofread your information before sending it to us and after receiving a sample of the invitation . All your information can be e-mailed to us as a PDF, Word Doc. or Excel. We do not accept any information trough fax. When sending an e-mail for questions or for any info., please make sure to put Mr.____ & Miss._____ Wedding in the subject title.

PRODUCTION TIME

Production time varies on the amount of boxes or flats that is ordered.

After we have received all confirmation to start production, below will be a list on turn around time.

Boxes:

10-20 one to two months

21-40 two and half to four months

41-100 five to seven months

For more than 100 boxes it could take up to 10 months

All dates are only an estimates and could change at any time. If there are any delays you will get a notification from us.

Flats:

10-20 three to four weeks

21-40 one to two months

41-100 three to five months

For more than 100 flats it could take up to seven months

All dates are only an estimates and could change at any time. If there are any delays you will get a notification from us.

NOTE: After we receive all Information on the type of box of flat, design, program information, guest information and payments confirmations, you will receive a sample box so that you review and see if any correction might be needed, It could take from 2-3 weeks to receive your sample. As soon as we ship out your sample we will sent you an e-mail

CORRECTIONS PAGE

Please indicate on this page every correction that you might have on any of the sample invitation (if applicable)

NOTE: Do not use the correction portion if you are satisfied with your sample and you are ready for mass production, but your signature is required at the bottom portion so we can start on your order. But signing also means that no correction was needed and you are happy with your sample/s.

1. Bride and groom info.

Wedding Date:

Names of the Bride or groom:

Initials:

2. Boxes, flats info.:

Name of boxes or flats:

Outside design:

Paper color 1:

Paper color 2:

Fonts for outside design:

Fonts for inside design

Words for inside panel of box design (ex... Love you for life)

Ribbon color on box or flat edge (if applicable)

Ribbon color to tie boxes or CD boxes

3. Monogram info.:

Monogram Design:

Monogram middle Initial font

Monogram info. Font

4. Wedding program informations.

Program Design

Programs fonts

Program Information

List of the names of your guests. Invitation labels (boxes only)

Indicate exactly how you will like for them to be printed on the labels.

Example "Mr. & Ms. Doe or Mr. Doe & Family",

6. R.S.V.P info.:

R.S.V.P cards info. Exact information Please.

7. Envelopes

Envelopes
(for flats only) Please put envelope name, color # and size

8. Packages

CD Box Design

Songs List

Label Design and tin size

Label Info.

AGREEMENT FOR MASS PRODUCTION

This page needs to be e-mailed or faxed separately before production

I _____ have reviewed the samples that was been sent to me, for appropriate changes before my invitations goes to production.

and I _____ give Schatjes Invitations® the permission to, proceed with mass production of my invitations due to no changes on my behalf.

Signature _____

Date _____

OR, I _____ have reviewed the samples that was been sent to me, for appropriate changes before my invitations goes to production

and, I _____ **Do Not** give Schatjes Invitations® the permission to proceed with mass production of my invitations due to changes that needs to be done to my invitations.

Signature _____

Date _____

NOTE: If changes need to be made a new sample will be sent out only based on the new corrections.
Schatjes Invitations® will only start production of your invitation after we have received a signed agreement of authorization and payments.
This page needs to be e-mailed of faxed in by it self when client is ready for production.

BILLING INFO.

Payment method:



Card Number

Expiration Date

Security Code

Name on Card

Billing Address Line 1

Billing Address Line 2

City

State

ZIP Code

Phone Number

Email Address

Note:

SCHATJES INVITATIONS® POLICIES

At Schatjes® we do our best to give our clients the best customer service possible, we do understand our clients needs, but we also have our company policy.

When you sent Schatjes® the approved signed agreement for production on your invitation, and at the last minute you've realized that there were more changes on your boxes of invitations, you have up to 48 hours after you've received a confirmation e-mail from Schatjes® to make those corrections. Make sure to contact us as soon as possible so those changes can be done, and a new signed agreement needs to be sent before production can start. But if you do not contact us within that time frame, your invitations will be sent to production and could no longer be stopped. And there is NO reimbursements on invitations that has been sent to production.

Schatjes® is not responsible for any misspellings any dates or any other changes that was not pointed out on your sample corrections prior to production.

CHARGES / REIMBURSEMENTS

First you ONLY will be charged for your sample box. After receiving mas production agreement, a confirmation e-mail with your payment receipt will be sent to you. Then you have 24 HOURS to cancel your full order. After 24 hours a 15% will be deducted from your reimbursements. If you realized that you have ordered to many invitations and will like to reduce the amount, you can do so within the 24 HOURS to receive full reimbursement for those boxes that you no longer need. If canceled after 24 hours a 15% will be deducted from the reimbursements just for that amount of boxes that you are canceling.

DAMAGE

Schatjes® will only reproduce boxes and ship them to you at 0 charges to boxes that was damage due to shipping neglect. Proof needs to be e-mail to us in a picture form as soon as you receive your shipment (pictures of the box were boxes were shipped in and pic. of damaged boxes before the shipped box was opened and after opening the boxes)

SHIPPING / TAXES

Shipping is part of your order. A flat rate according to the amount chart will be charged no matter where in the USA and Canada (see price list for shipping rates). Your shipment is always sent ground by UPS or USPS, a confirmation and tracking numbers will be sent via e-mail to you as soon as we ship out your order. Shipping charges can change depending if you decided to receive your shipment as a rush or if we have to sent the boxes fully assembled. Taxes will be charged according to your state and will be reflected on your invoice.

If you decide to order any product directly from us you will be paying full price, but if you ask any Wedding Planner/ Consultant or Event Planner in your area that you might be working with to contact us, you will be saving a 5% off on your entire purchase. We are looking forward to working with you and to be part of your celebrations.

****Samples can be ordered by downloading an agreement PDF****

For any additional questions please feel free to contact us by phone or by e-mailing us

PRICE LIST

Sample pack **\$20 per pack**

Boxes / Keepsake **\$17.00 per unit**

except for Adventurous and Sassy

Sassy w/ bottle **\$22.00 per unit**

Adventurous **\$19.00 per unit**

Note: All boxes include the following

- Box of your choice fully designed,
- Color ribbon of your choice to wrap the box, cut to size,
- Labels, with names of guests on back side & monogram of choice on front side,
- Wedding program on the inside of the boxes,
- R.S.V.P cards to put on the inside of boxes.

Flats invitations

Flap invitations: **\$8.00 per unit**

Arte, Astecano, Bunita,
Florentina, Florina,
Hearts, Media Luna, Vogel

Inserts invitations: **\$8.50 per unit**

Circular, Corazones, Devine, Fliore, Streyas

Reverse invitations: per unit **4.5 x 4.5 \$5.00** **5 x 5 \$5.50** **5,5 x 5,5 \$6.00**

Circulara, Curazon, Diamante, Flechada,
Flower Me, Garda, Gardenias, Sole, Stary **6 x 6 \$6.50** **6.5 x 6.5 \$7.00** **7.5 x 7.5 \$7.50**

w/ ribbon invitations: **\$9.00 per unit**

Boukete, Paysley

Note: All invitation include the following

- Invitation of your choice fully designed (ribbon of your choice added only if applicable)
- Monogram of your choice die cut on invitations
- Envelopes of your choice
(*except for metallic, silk or 7 x 7 or higher an additional \$3.50 per every 25 will be charged*)
- R.S.V.P cards to put inside invitations

Thank you notes: Thank you notes could also be ordered upon request for a low price of **\$2.50** per unit
note size 2 1/2 x 4 1/4. Envelopes included

CD Boxes

Any style CD box
(CD fully designed included) **\$10.99 per unit**

Sample CD box any style
(CD not included) **\$6.99 per unit**

Candy Tin (design included but candy not included)

Round

3.2" x 1.1" **\$2.50 per unit**

2.5" x .9" **\$2.00 per unit**

Rectangle

3.9" x 2.5" **\$3.00 per unit**

2.5" by 2" **\$2.50 per unit**

For a high resolution copy of your monogram please contact us for price

For 5% off your entire purchase please have your wedding planner contact us