



## HOW IT WORKS: FROM DEPOSIT TO DELIVERY

### Ordering & Payment

To begin, a \$50 design deposit is collected at checkout. This lets us open your project file and send over the intake form to gather your pieces, quantities, and wording preferences. Once your intake form is submitted, we'll calculate your full order total and send a final invoice.

Because the collection process moves quickly, payment in full is required before your first proof is created and released. Your initial \$50 deposit is applied toward this total.

Orders begin at a minimum of 25 units per item.

If you're simply exploring paper and print quality before committing, you may order a sample kit instead — just select the sample option at checkout.

### Your First Proof

Once your order and deposit are submitted, our team will gather your wording, color selections, and any add-ons you've chosen. We'll then prepare a digital proof showing each piece in your suite with your personalization applied. Proofs are delivered as PDFs and will note quantities, paper and envelope selections, ink or print colors, and any upgrades.

Colors can display differently on screen than in print, so you are always welcome to request paper swatches if you'd like to see materials in person.

### Submitting Your Details

After the deposit is placed, you'll receive an email from us to confirm your pieces, quantities, and wording.

Please enter names, dates, and locations exactly as you would like them to appear. If you've added envelope addressing, you'll receive a template for entering guest names and addresses in the correct format.

### Review & Feedback

Once you receive your proof, take time to review each piece carefully. This is the stage to look closely at spelling, titles, dates, and locations. If you're gathering input from a planner or family member, we recommend consolidating all feedback into one message so we can apply updates in a single round.

Clients are responsible for reviewing and approving all proofs for accuracy, including spelling, dates, and formatting.

## **Revisions**

Two rounds of revisions are included with your collection order. If additional changes are requested beyond those two rounds, a \$75 fee for each additional round of revisions will apply.

Edits can be shared as written notes by email or as comments directly on your PDF proof — whichever feels most efficient for you. Once revisions are applied, we'll send an updated proof, along with a print-to-scale version if you'd like to review proportions at home.

Most clients find that two rounds are more than enough when feedback is consolidated into a single message before sending.

Collection orders are based on the selected design and layout. Significant design changes or custom requests may require transitioning to a semi-custom or custom project.

Timely feedback is essential to keeping your order on schedule. Delays in submitting wording, approvals, or guest addressing may result in adjusted production timelines.

## **Final Approval**

After this approval, your suite moves immediately into production. Any changes requested after this point may incur additional fees or extend your timeline.

Changes requested after final approval may require reprinting and will be quoted accordingly.

## **Printing & Finishing**

After approval, we order any specialty materials and begin production. Standard production for digitally printed collection suites is approximately 7-10 business days, and 15-20 business days if you've upgraded to letterpress or foil. Please allow an additional few days for any finishing options such as edge painting, assembly, or wrap application.

Due to the nature of printing processes and materials, slight variations in color between digital proofs, screens, and final printed pieces are normal and not considered defects.

Unless assembly has been added, clients or their planners are responsible for assembling, stuffing, and mailing all pieces.

Once your project enters production, timelines are fixed based on your approval date. Requests to rush, pause, or adjust production after approval may not be possible and can result in additional fees.

## **Addressing**

If you've added digital envelope addressing, you'll receive a spreadsheet template to complete with your guest list. Please submit only when the list is final. This allows us to print all envelopes in a single run and avoid delays. Names and addresses will be printed exactly as submitted.

## **Shipping & Delivery**

Once printing is complete, we'll send shipping options for you to select your preferred method. We ship via insured FedEx and do not require a signature on delivery unless specified. If you are local and wish to pick up your order instead, you're welcome to do so, just let us know on your proof approval form.

Unless assembly has been added, all pieces ship unassembled in organized stacks (invitations together, RSVP cards together, etc.), ready for you or your planner to stuff and mail.

## **Turnaround & Printing Methods**

- Digital Printing Collection Suites: Approx. 7-10 business days after final proof approval
- Letterpress or Foil Upgrades: Approx. 15-20 business days after approval

If you're working with a planner or mailing on a specific date, please share that timeline early so we can keep your production aligned.

## **Artwork Usage & Licensing**

All designs created as part of a Collection order are the intellectual property of XoWyo Paper & Press and are provided for use within your invitation suite only (save the dates, invitations, and included paper pieces).

Because Collection designs are based on pre-existing artwork and templates, they are not licensed for use beyond these items. This includes day-of or event applications such as menus, bar signage, napkins, cups, matchboxes, dance floors, or any materials produced outside of your original stationery order.

If you would like to extend your design into day-of paper goods or other event elements, we're happy to either produce those items in-house or provide a licensing quote for external use.

Licensing fees vary depending on the scope and visibility of the application, and all extended use must be approved in advance.