



Couture Custom Design & Pricing Guide Agreement

Today's Date: _____

Event Date: _____ Event Type: _____

Client's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Quantity Ordered: _____

Thank you for choosing Music Box Invites™ (MBI) as your invitation designer. We are pleased to have the opportunity to help you create the perfect invitation and to make a great first impression with your guests on your special event. This contract is to clarify and explain the designing and approval process of creating your invitations. A clear understanding of both is essential for a productive and comfortable relationship.

This agreement is made between MBI and _____
on the _____ day of _____ 20____. This signed agreement is considered valid and binding whether
in a original or scanned copy format.

Terms & Conditions

To Start Design Process:

MBI will provide a free consultation over the phone, in person (based on location) or via email. After that consultation, a quote will be provided to you estimating the cost of the order requested. This initial meeting gives us an opportunity to get to know you, your personal style and any ideas you may already have. It is also a time to answer any questions you may have about MBI's commitment to creating your dream invitation. In order to start the design process, the quote must be signed and agreed to in addition to a \$250 art design fee.

Couture Custom Invitations

Couture Customized Musical Invitations start at \$20 a set and include the following:

Couture Invite Set Includes (5x7 in)

- Exclusive ONE-of-a-kind design customized to your desires created by a professional artist
- Invitation in your choice of papers – all 80# cover stock or higher – including the face, middle sheet, and backing paper
- Response card with one backing paper to match invite and return envelope
- Invite and RSVP card pocket holder
- Ribbon and rhinestone buckle
- Basic embellishments – metallic hand painting, rhinestone crystals – up to 5 per set
- Pre-recorded musical chip – choice of *Here Comes the Bride*, *Wedding March*, *Cannon in D*, or *Trumpet's Tune*
- Premium 2 piece box with shred and outer ribbon
- \$20 per set – minimum 25 sets plus \$250 one time design fee

Upgrades:

- Customized music – \$1 per set (plus any licensing fees that apply)
- Hang tag for outside of the box with guests name on it – \$1 per set
- Upgraded papers – \$2 per set
- Extra card (map, reception card) – \$1 per card
- Upgrade to pattern box – \$1 per set
- Upgrade to ribbons (patterns/velvet) – \$1 per set
- Upgraded rhinestones or other embellishments – \$1 - \$5 per set
- “3D art – \$1 - \$5 per set
- “Music Box” – \$4 per set, add \$2 more for box imprinting
- Customized handmade paper box – \$4 per set (allow an extra 30 days)
- Different size papers/boxes – quoted on request

Design Ideas and Proofs:

MBI will provide you with 2-5 design ideas for your invitations. Once a design has been decided upon and the [invitation feedback form](#) has been completed a proof will be provided for your approval.

A total of three (3) proofs will be provided to you to make any appropriate changes; these proofs will be sent to you in a PDF format via email. If additional proofs are required a \$5.00 fee will be charged for each additional proof*. Final proof must be signed and dated.

**Additional proofs required due to mistakes made by MBI do not apply, i.e. mistakes such as incorrect spelling or missing information that was requested on the invitation design questionnaire.*

Samples:

We can ship an invitation sample with music for a \$25 fee, refundable upon return in good condition within 14 days. Also upon request and prior to contract signing and deposit, we can ship a sample kit with papers/ribbons/embellishments in your choice of colors for a \$25 fee that can be applied to your purchase.

Approval:

Once the final proof is signed and agreed to by client, MBI is not responsible for any mistakes printed that **match the approved proof**.* This includes any spelling, dates, days, addresses, spaces, graphics, etc that are incorrect. Although MBI does its best to ensure that everything is correct, mistakes can occur. **It is your responsibility to proof read and check all information before you approve your proof.**

Your order will not be printed without a signed mock up received back to MBI. Once you have approved your order, MBI has the right to print. You will be responsible to pay for any printing and products used after you have signed off on the mock up.

**In the event MBI is responsible for errors on the printed pieces that do not match the approved proof, MBI will take full responsibility to make the necessary arrangements to correct the situation.*

Payments:

A non-refundable art design fee of \$250 is required to begin the process.

Once the design process is started and you have received round one proof, a payment of 50% of the balance due is required for continuing production. The balance is due with the final signed proof prior to printing. Your invitations will not be printed until the balance is paid. See YOUR timeline below for the due dates of each payment.

MBI Design accepts cash, check or payments via PayPal, Visa, Mastercard or American Express. A fee of \$25.00 for NSF checks will be charged if your payment is dishonored by the bank.

Turn Around/Timeline:

Because of the customized aspect, the design process can take up to 5 months. We can create a design in less time, however a rush fee might be charged. The more information you provide during your consultation, the less rounds of proofs that will incur and the quicker the process can take.

Process	Average Time	Deposits Due	Your Dates
Consultation	21 weeks before event		
Art fee & deposit due	7 days for deposit to arrive	\$250 art fee + deposit	
Proof round 1 sent electronically	14 days for initial design		
Client provides changes	Allow 5 days		
Edit round 1, send proof	Allow 5 days		
Client provides further changes	Allow 5 days		
Edit round 2, send proof	Allow 5 days		
Client provides third round of changes	Allow 5 days		
Edit round 3, send proof	Allow 5 days days		
Client approves proof	Allow 5 days		
Balance due	Allow 3 days	Balance due	
Create mock up & ship to client	Allow 7 days		
Client approves mock up & send back to MBI	Allow 5 days		
Print, embellish, assemble (based on 75 invites)	Allow 21 days (based on 75 invites)		
MBI ships to client	7 days before mail date		
Client to mail invites SIX weeks before event	6 weeks before wedding date		
Event date			

NOTES:

- Some boxes might require longer lead time.
- If client takes longer on each proofing stage, the timeline is adjusted.
- In the event that any paper or ink stock is on backorder and out of the control of MBI, the client will be notified of additional time needed. The client may then have the right to change the choice of product used in order to complete the order.

Completion

MBI agrees to provide your invitations by _____ (date), if the client has approved the proof on or before the date agreed upon on the design timeline.

Refunds

All of our products are custom designed and hand crafted to your approval and refunds will not be honored. In the event of cancellation, all costs incurred to date are billable. A \$75 per hour design fee will apply – and you will be charged anything over the \$250 art design fee.

Delivery

Your order will be either shipped via FED EX GROUND, or US Postal Service Insured or may be hand delivered depending on your location. Please note that shipping costs apply and vary based on your product order.

Please note that MBI is not responsible for situations caused by the neglect of the post office (i.e. damaged, lost or stolen invitations).

Product Quality:

MBI strives to produce the utmost quality and high end products. Since our products are hand designed and produced, there may be slight irregularities. In the event there is a mistake or the product doesn't meet the client's expectations to the neglect of MBI, MBI will do its best to correct the problem at hand.

This agreement is made between MBI and _____
on the _____ day of _____ 20____, and supersedes any other agreements. Changes to this agreement must be made in writing and agreed to by both parties.

Music:

When using custom music, you are to provide the 30 seconds of music to us in an mp3 format. MBI is not responsible for obtaining any right, license, authority or other permission for the reproduction, duplication or use of ANY intellectual property involved in the project. Upon request, MBI may require proof that permission to use the intellectual property has been obtained by the owner thereof. By signing below, you agree to defend, indemnify and hold harmless MBI from any claim, suit, damages, losses, expenses of any kind by reason of any claim, suit or other proceeding brought by any person (including the United States government) involving or arising out of the use, mis-use, misappropriation, infringement or any other alleged wrongful use or application of the intellectual property incorporated into the module or the final product assembled or manufactured with the module.

Signed and agreed to by:

MBI: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____