



CALLIGRAPHY • HAND LETTERING • DESIGN

Phone (818) 363-6363 • eMail xyzink@xyzink.com

RATE SHEET • JANUARY 2013

Complete Hand Lettering, Design & Production Services

Featuring Engraving & Letterpress Printing

ENVELOPE ADDRESSING & PERSONALIZATION by Hand

Envelope : 3-line address in a basic style	\$	5.50
Inner Envelope : 1-line		2.50
Additional Lines		1.50
Ink Colour Matching		35.00
Dark / Opaque Paper		1.00
Gold / Silver / White / Waterproof Ink		1.00
Centering		TBD
Over-sized Single Name		5.00 and up
Complex, Specialty or Lettering Style Match		Sample required for quote

PLACE CARDS / SEATING CARDS or ENVELOPES by Hand

Card or Envelope : single line, centered	\$	3.00
Additional Lines		1.50
Table Numbers : For place cards or enclosure cards		
Numeral Only (18)		1.00
Table with Numeral (Table 18)		1.50
Table Name		2.50

TABLE NUMBER CARDS, PLACARDS & OTHER SIGNS by Hand

Table Number/Name Placard		
Numeral (1, 2, 3, etc.)		15.00 and up
Number / Name Written-Out		20.00 and up
Small Signs		20.00 and up

CUSTOM ARTWORK

Logos	\$	1,500.00 and up
Monogram		500.00 and up
Calligraphed Names for Invitation		250.00 and up
Invitation : 4-piece suite		
Hand Lettered	\$	750.00 and up
Type Design		500.00
Flourishing		
Price based on complexity of flourishes desired		Call for quote
Programs, Maps, Menus, Quotes, Poems, etc.		Call for quote

MISCELLANEOUS

Set-Up	\$	75.00
Call-Back		55.00
RUSH : may be adjusted based on current work-load		
Less than 5 days		50%
Within 24 Hours or involving major loss of sleep		100%
Hourly Rate		
For On-Site Work, Custom Work and Revisions		100.00
On-Site Consultations		250.00 and up
Production and/or Mailing		
Set-Up	\$	55.00
Per Piece		.50 and up
Cancellation / Kill Fees		50% of job cost

POLICIES & PROCEDURES • Prices are based on the time required for the work to be completed • A deposit of \$150 is required to hold the date for work to be done, to be deducted from the final balance • Projects booked and not ready to start at the scheduled time will be handled in one or more of the following ways : rescheduled for the next available time, carry a rush charge, or taken off the calendar, thereby forfeiting the scheduling deposit • A 50% deposit of the estimated job cost is required to start, the remaining balance is due for delivery to be made • All camera-ready costs include comps and up to three revisions, after which an hourly rate applies • On-Site Consultation fee is applied to the balance due • Lists are to be presented via email, or on a disk, in a text format, exactly as it is to be written • Prices are baseline and may be higher depending on schedule, time required, stock, colour, etc. • Extra envelopes (at least 20%) must be provided in order to avoid an extra fee • Highly flourished projects require a minimum of 35% stock overage • Envelope stock should be Crane's or better to avoid a difficult paper charge • Oversize stock may be priced higher • Foreign names, in quantity, may be priced higher • One call-back per job, at no charge, within the first week of completion, otherwise a call-back fee may be charged • Returned checks are subject to a \$50 service charge • A 10% finance charge will be assessed on any unpaid balance, and compounded monthly • Rates are subject to change without notice • Unless otherwise arranged, artist retains all copyrights.