

# Ordering party invitations



## Contact

Our hours are Monday to Friday 9am to 5:00pm. Saturday and evening appointments and studio pick ups are available by prior arrangement. We are closed Sundays and Public Holidays.

## Quote

Quote is valid for 30 days. On acceptance of this quote a non-refundable 50% deposit is required to commence. The final 50% payment is required before going to print/or files are released. This document is confidential and is provided only for the intended recipient and must not be published, shared or distributed without our consent.

## The Ordering Process

If you are happy to proceed with your party invitation order, a 50% deposit must be paid. Once the 50% deposit has been made we will begin on your first proof. If any alterations are required we will offer a further 2 sets of complimentary proofs. Extra proofs beyond the complimentary ones will be charged an extra fee. Once your invitation is approved, we will send you the final invoice. This must be paid prior going to print. Finally your invitations will be professionally printed, packaged up carefully and couriered out to you.

## Prices

All prices are in New Zealand dollars and are inclusive of GST.

## Invitation Size

Invitations are A6 size and measure 105 x 148mm. They fit into a C6 envelope, which is included in the cost.

## Paper Stock

All invitations are printed on plain 300gsm card stock, unless stated on the quote.

## Colours

Please note, colours on the screen may differ from printed versions, and may vary slightly between samples and orders.

## Envelopes

All invitations come with a plain white envelope, unless stated on the quote.

## Time Frame

Please allow 1-2 weeks for design and printing.

## Delivery

Delivery for the completed invitations will be via courier within New Zealand. Delivery costs are additional and will be added to your invoice. Collection from the studio can be organised by arrangement only.

## Cancellations

We begin work as soon as the deposit is received. Please note if you choose to cancel your order following this, the 50% deposit is non-refundable.

## Printing Errors

Creative Box takes no responsibility for spelling errors after final sign-off proofs. We strongly recommend thoroughly checking all the wording and spelling, including all guest names. It is a good idea to get a second person to proof-read as well.

## Refunds

Creative Box will thoroughly check your stationery to ensure there are no errors before dispatch. Any errors made by Creative Box will be rectified at our expense. Notification of any errors must be reported within 7 days of delivery. After 7 days of delivery Creative Box will take no responsibility for mistakes and consider the stationery order complete. Please note we do not give refunds for change of mind.

## Copyright

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