



BARBARA CALLOW
CALLIGRAPHY

1686 UNION STREET, N^o. 204 + SAN FRANCISCO, CA 94123
415.928.3303 + BARBARA@BARBARACALLOW.COM

GUIDELINES

- Lists should be submitted in a Word document in 14-point font, in alphabetical order if possible – otherwise, pages should be numbered. The names and addresses should be listed in vertical format, the way they will appear on the envelope, i.e.:

Mr. and Mrs. Jeffery Parker
1347 Lombard Street
San Francisco, California 94109

- This format also applies to seating cards and envelopes. Please provide the names exactly as they will appear on the place cards or seating envelopes, i.e.:

Mr. and Mrs. Jeffery Parker

- Excel spreadsheet format is not accepted. We can re-format your list from a spreadsheet to a Word document for a fee determined by the length of your list.
- All instructions, style and color selection, and all changes must be provided in type written form via e-mail to assure accuracy.
- Client must provide a minimum of 15% extra stock.
- A 50% deposit by credit card, check, or cash is required to begin work. Balance due upon completion of job. Sales tax added when applicable.
- Changes or additions requested after completion of job will incur additional set-up charges.
- Client is responsible for shipping charges.
- Normal turnaround time is 10 business days. Rush jobs may incur additional charges.