

CONTRACT FOR SERVICES

Client:

Event (Name and Date):

Estimate No.

Invoice No.

SBGB d/b/a Paper & Posh (Paper & Posh) agrees to order and produce the unique products and goods (the "Product") created by Paper & Posh and described in the above referenced Invoice ("Invoice"). In consideration of this service, the above reference Client ("Client") agrees to the following:

1. Client has read and understands Paper & Posh's company policies attached to the above referenced Estimate.
2. Client understands that only one main aka "outer" or "mailing" envelope per invitation is included in the order. Inner aka "double" envelopes are only included when specifically referred to in estimate. Additional or extra envelopes are not included unless specifically referred to in estimate.
3. Client waives or has had the opportunity to review, see, touch, and appreciate all details of the Product design set forth in the Invoice including but not limited to paper quality, paper color, paper size, ribbons, embellishments, ink process and ink color.
4. Client will pay Paper & Posh a deposit of 50% of the above referenced Invoice, prior to Paper & Posh creating electronic or paper proofs of the Product design.
5. Should Client cancel before the Product is printed, Client is responsible for all actual costs of the Product design, including but not limited to costs associated with creating Client's electronic or paper proofs, as well as Paper & Posh's \$100 cancellation fee.
6. Client will pay the balance of the Invoice at the time of receipt of the Product.
7. Client will also pay Paper & Posh for any changes or additions to the Product design either requested by Client or incurred by Paper & Posh throughout the Product design process, including but not limited to additional proofs, additional shipping charges, quantity changes, paper changes, pre-set design changes, motif addition/changes, photos, artwork, multiple ink colors, embellishments, and other options such as die-cutting, edge painting and plying. Any and all changes or additions will be added to the Invoice balance.
8. Client will review all electronic or paper proofs in accordance with Paper & Posh's Proof Policy, attached to proofs and/or available at www.papernposh.com.
9. Client will review all proofs carefully and understands that the Product will be printed exactly as shown in the proof, and agrees to fully and finally release Paper & Posh from any and all liability or responsibility for errors or mistakes shown in the proof including but not limited to errors or mistakes in dates, times, wording, grammar, titles, spelling, punctuation, and all other appearances.
10. If Client observes any nonconformance with the product design prior to printing, Client will promptly notify Paper & Posh via Email, allowing for necessary corrections. All design changes are final once sent to print.
11. The product will be printed in accordance with the electronic or paper proofs, as well as the details of the Product design set forth in the Invoice.
12. Client will allow up to five weeks for printing and shipping of the Product and will bear the cost of any rush fees and/or expedited shipping should Client request the order sooner.
13. If after receipt of the product Client discovers any errors with the Product, Client will notify Paper & Posh within ten days.
14. Client agrees to review the Product very carefully for accuracy before mailing to wedding or event guests. Paper & Posh disclaims all liability for any alleged damages or costs incurred as a result of mailing a product containing errors.
15. Client agrees that Paper & Posh is not responsible for assembling or mailing the Product, the cost of postage associated with mailing the Product, or any damage caused to the Product by the mailing process.
16. Paper & Posh is not responsible for errors or damage caused by printed guest addressing or hand-lettering of envelopes.
17. Any concepts created throughout the design process, whether they are used in the final product or not, remain the intellectual property of Paper & Posh, and may not be reproduced by Client without permission of Paper & Posh. Any usage by the client of those design elements will result in appropriate legal action.
18. Paper & Posh reserves the right to use such concepts in both digital and physical portfolios.
19. Client shall bear all costs, expenses, and reasonable attorney's fees in any action brought to recover payment under this contract or in which Paper & Posh may become a party by reason of this contract.

SBGB, LLC d/b/a Paper & Posh _____
Client _____

Date _____
Date _____