

**J.Panter Calligraphy – Napa Valley, California
2017 Prices**

Services offered....

Invitations	Save-the-Dates	Bar / Bat Mitzvah	Maps
Guest Books	Envelopes	Place Cards	Escort Cards
RSVP Envelopes	Table Numbers	Chalkboards	Mirrors
Seating Chart	Vows	Quaker Certificate	Menu
Monogram	Verse / Poem	Family Tree	Program
Seating Chart	Logos	Tags / Labels	Wine Labels
Hand Engraving	Teaching	Certificate Fill-in	Certificates

Illustration, Design, Drawing & Painting

These rates are FOR EACH item. I am happy to send you an itemized estimate.

Set-up fee for all every job **\$25.00**
 (This covers; emails & texts, phone calls, copy, research, layout & design, studio fees and other materials costs.)

Hourly Rate **\$75.00 per hour**

Standard size Envelope \$3.50 each
 (Standard sizes A7 to A2, 3 lines of text. No charge for a zip code.)

Large / Over-size Envelopes \$5.00 and up
 (Size A9, Presentation, larger mailers)

Return address writing \$3.50 each

Additional lines \$1.00 each
 (Apartments, foreign country, extra names or formal titles)

Wedding Set \$4.50 each
 (Outer Envelope & Inner Envelope, no return address)

Wedding Set with return address \$7.50 each
 (Outer Envelope & Inner Envelope, including a return address)

Thank-you envelopes with return address \$6.50 each

Response (RSVP) Envelope \$3.00 each

Place card \$2.50 each
 (1 line of text with or without a table number anywhere on the same card)

Escort Card with envelope (Single sided card with 1 line of text, and 1 line of text on the envelope)	\$2.50 each
Escort Card 2-sided (Tent folded card, calligraphy both sides, with calligraphy on the envelope)	\$2.50 each
Table Name or Table Number cards (Numerals are \$3.00, spelling the numbers out or using words is \$5.00 or more)	\$5.00 and up
Flourished Table Name or Number card (Double-sided and elaborately flourished with writing, imagery, etc.)	\$8.00 and up
Envelope Stuffing	*not available

Additional Charges

Revisions \$50.00-\$100.00
The first revision after the contract is signed is \$50.00, every revision after that is an additional \$100.00.

Materials fee \$7.00 and up
Unique ink, unique or additional paper stock, some markers and paints. After we have discussed the details of the job I will assess a fair retail price for additional materials that I may not otherwise keep in stock in my studio.

Rush job 50% total job
10 business days or less turnaround time 50% additional the cost of the job.

Rush Shipping \$ varies
Clients pay for all shipping, I use FedEx and UPS for rush delivery.

Delivery or pick-up fee outside of Napa
My travel within the City of Napa (Oak Knoll Rd. or South) \$20.00.
North of the City of Napa (Oak Knoll Road) \$50.00
Beyond Napa Valley \$0.60 cents per mile

DARK or COLORED paper, extra fee \$1.00 extra each item
(Envelopes or other paper that is colored requires extra time to complete)

Centered addressing \$1.00 extra each item

White ink or metallic pen on dark cards \$1.00 extra each item

Colored ink Materials fee only added

Extreme flourishing	\$8.00 and up
Additional accents (birds, flowers, flourishes)	\$8.00 and up
Custom or oversized envelopes (Size A9, presentation or larger envelopes)	\$8.00 and up
Address Stamp / Return Address Stamp (Design for camera-ready art to be converted to a rubber stamp)	\$125.00
Chalkboards and Mirrors (For 22" x 30" and larger. For smaller sized items please send me email with details.)	\$100.00 and up
Seating Charts	\$125.00 and up
Event Signs (Large signs are done on computer, printed and mounted on foam core)	\$75.00 and up
Monogram (Design and production fee for camera-ready art, min. time is about 4 hours)	\$75.00 per hour
Fill-in Wedding certificates (Fill-in only, price varies by number of lines / additional text, dates, etc.)	\$25.00 per line
Quaker Wedding Certificates (Custom designed, details include illustration, gold gilding, detailed borders and writing.)	\$75.00 per hour
Poetry, bible verse, custom design	\$75.00 per hour
Short Poems or short vows, quotes	\$75.00 per hour
Wedding invitation (Design and production fee for camera-ready art)	\$75.00 per hour
Direction Card (Design and production fee for camera-ready art)	\$75.00 per hour
Information card or Reception Card (Design and production fee for camera-ready art)	\$75.00 per hour
Menu (Design and production fee for camera-ready art)	\$75.00 per hour
Program Cover	\$75.00 per hour

(Design and production fee for camera-ready art)

Fill-in Family Tree \$150.00 and up
(Fill-in job only, price varies by number of generations)

Family Tree \$500.00 and up
(Custom watercolor illustration, calligraphy names, other accents)

Company Logo Design
(Starting at \$500.00. Estimate, budget and samples to be discussed. *I use the Graphic Artists Guild handbook for my pricing.)

Wine Labels
(Starting at \$2,000.00. Estimate budget and samples to be discussed. *I use the Graphic Artists Guild handbook for my pricing.)

Personal Stationery \$75.00 per hour
(Design and production fee for camera-ready art)

Personal Signature development \$75.00 per hour
(Want an eye-catching, sophisticated signature? I create one for you and teach you how to write it.)

Hand Engraving on Glass & Metal

I do free-hand calligraphy on glass such as; wine bottles, stemware, perfume bottles, leaded crystal bowls, etc. and on metal such as watches, cell phones, computers, watches, golf clubs, flasks, and more. I own a professional high-speed dental drill that uses either carbide or diamond burs. The compressor I use has a sound dampening box and is relatively low noise. (Just to be clear, this is not the same as "chasing." For chasing I recommend Heirloom Engravers in San Francisco.)

If you would like a sample of my work and pricing please do not hesitate to email me with the specifics of your event or need.

Winery, retail or private events \$375.00 and up

3 hour minimum @ \$125.00 per hour

Clients provide: engraving materials (wine bottles, stemware, etc.) and a 200v electrical outlet / power source. I bring everything else, details in the estimate / contract.

-After 4 hours I take a 30 minute break.

-I schedule 1 hour of travel or break time between events.

Teaching

Pointed pen calligraphy 101 \$150.00 for 2 hours
2 hour beginner session

I teach a private introduction to pointed pen calligraphy for adults (ages 18+). It is a 2 hour session where I will provide; ink, paper, guideline sheets, nibs, an oblique pen, and reference list for where to purchase quality books and additional materials. Students will enjoy one-on-one instruction, access to rare books, and can make follow-up appointments to further their interest.

American Cursive Handwriting for children

\$40.00 per hour

We work ONLY in 1 hour increments.

I teach American Cursive Handwriting to children (First grade through high school) who either need to learn or improve their cursive. I used Mike Sull's American Cursive Handwriting book for older students, and Handwriting without Tears for younger students (Approved by the State of California for the core curriculum standards). I recommend starting out with at least 3 sessions, no more than 1 session per week for young children.

Other Invoiced Costs

MATERIALS

I am happy to help make recommendations about where to find interesting designs and quality paper for your project or event. In the San Francisco Bay Area we are very lucky to have many local letterpress operators and fine stationery purveyors.

It is the client's job to purchase and supply the paper, invitations or other materials. Please send me a sample to test before we sign a contract, or before you go out and buy it bulk. Not all paper is suitable for pointed pen calligraphy.

After I test it and let you know if the paper will work, be sure to order 20% extra of all your paper goods (envelopes, escort cards, etc.)

This allows for errors on my part, additions to your list or last minute changes on your part. It will save you from paying rush fees for shipping or ordering more paper right before a big event!

I do return any unused paper and left over materials to my clients.

RUSH JOBS

Rush jobs (you need it in 10 days or less) are 50% extra.

April – October is a very busy time of year as well as the winter holiday season.

I will give you an itemized estimate in advance of starting your job. I use FedEx envelopes and over-night service to deliver what you need as quickly as possible. Clients pay for all shipping.

SAMPLES

I am happy to send you a custom sample for the job you are considering. Once I have a paper sample I will write in the hand(s), and ink(s) that you are interested

in. I can also scan and send you JPEGs or PDFs for you to see work more immediately, free of charge.

I offer a sampler pack of 4 envelopes for \$25.00. Want additional samples? They are \$5.00 each.

PROVIDING LISTS (Brides, Parties, Corporate events)

The client is responsible for making all decisions about abbreviating, punctuation, spelling, and capitalization. **How you type the list and address it is exactly how I will write out what you request.**

I ask all my clients to alphabetize and number their lists using **Microsoft Word**.

*If you want your addresses centered, please center the list.

SHIPPING

Clients pay for all shipping to or from my studio. I use the best shipping rates I can find and charge you **ONLY** for the packing materials and shipping. I use FedEx for rushed over-night jobs, and UPS for most other services.

Revisions

Revisions are charged for an assignment that has been approved, signed off on, a deposit has been made and the writing has already begun. Once I notify you that the writing has started, yes, you can change your mind but the extra time (in hours) that it will take to change a layout, redesign, switch paper or colors of ink, etc., is what you will be charged for. A revision fee is my hourly rate (\$80.00) and calculated out in the number of hours needed to change the project.

Cancellation fee

I do not charge a cancellation fee for any job cancelled before 30 days of the start date I will fully refund the deposit fee. A cancellation fee is only charged after a deposit has been made to hold space on my calendar.

Refunds

I don't provide deposit refunds **after the negotiated start date** spelled out in your contract, typically six weeks or as little as 15 days before your event date.
I will fully refund the deposit for any job cancelled before the start date in your contract.

Contract

I require a signed contract before I start any job. After we have discussed the size and scope of your job, I will send you a preliminary invoice as a contract to be signed and returned prior to the start date of your job. Work cannot begin until there is a signed contract.

Payment

A retainer fee of 50% is required at the start of each job.
Final payment is due upon completion of each job.

Debit and credit cards are accepted through PayPal. You do not need a PayPal account to use this feature. I will send you an email with a PayPal link and instructions to follow to make your payment that way. I accept cashier checks, money orders and personal checks made out to: **Thistle Creek Studio**

COMMISSIONED ART RELEASE FORM

Many clients sign a release form allowing me to use images of completed work on my website or in advertising. If you do or do not want images used I have a form that I keep on file for just such purposes.

CONFIDENTIALLY / NON-DISCLOSURE AGREEMENT

Any client wishing me to sign a privacy agreement is of course welcome to request this and entitled to privacy for their event. *I am more than happy to oblige!*

Confidential lists

Any client wishing to mail a marked event list can do so. I will return the marked list with the completed job for their assisting staff to review and destroy.

**“If you think it’s expensive to hire a
professional to do the job,
wait until you hire an amateur.”
-Paul “Red” Adair**