



Questions to Ask About Stationary

Notes

Background

1. How long have you been in business?	
2. What is your design background?	
3. How long have you been in business?	
4. Can I see some recent examples from other events?	
5. Can you provide me with 3 - 4 references?	

Printing

1. What types of printing processes do you offer?	
2. What types of printing processes do you specialize in?	
3. Which printing process will work best with my budget and style?	
4. Is your printing done in-house or do you outsource it?	
5. Do you offer recycled paper or any other eco-friendly materials?	
6. Can I include a picture or graphic on my stationary?	
7. Do you have photo retouching available?	
8. Can you do special formatting, e.g. - convert colour images to black & white?	
9. How much customization is possible?	

Stationary & Style

1. What stationary do you offer (table numbers, place cards, programs, menus, etc)?	
2. Do you offer custom stationary as well as templated styles?	
3. Do you specialize in a specific style or theme, e.g. - traditional or watercolour?	
4. Is there an extra fee if I want to order sample stationary?	
5. If I choose a custom stationary, what are my options for colour, paper type, ink and fonts?	
6. If the invitation involves multiple pieces, can you assemble them?	
7. Do you offer calligraphy?	

Getting Down to Business

1. Can you provide an overview of your typical production process and timeline?	
2. Is there an extra fee for rush-orders?	
3. What are your proofing policies?	
4. Who will my point person be throughout the process?	

Pricing

1. How is the stationary priced?	
2. Do you offer any packaged rates or special discounts for large orders?	
3. Do you require a deposit?	
4. When is payment due?	
5. What methods of payment do you accept?	
6. Will there be an additional cost if reprinting is required due to an error on your side?	
7. What is your refund policy?	
8. Will there be an extra fee for any revisions?	