

# *The Smallprint Co.*



LETTERPRESS & DESIGN

*How it Works*

## *The Production Stages*

### 1. Design Drafts

Once the design brief has been agreed upon and the deposit has been received, we create a pdf draft design for you to review and comment on. Please allow up to 5 working days for it to be produced. Artwork proofs are supplied digitally or as a photograph. Hard copies are available upon request.

### 2. Finalise Design

We move the draft forward to final proof following on from your feedback and alterations. We then finalise print quantities, ink colours, envelopes, finishing etc. as required.

### 3. Proof Sign Off

Final proofs\* must be checked and signed off prior to printing. Please note that the plates are processed directly from the PDF proofs so these must be checked very carefully before signing off.

\* Wet proofs can be posted out for an additional cost, typically £2.50.

### 4. Process & Print

Once proofs have been signed off it takes 11-15 working days to process plates, print and allow sufficient time for the prints to dry.

### 5. Balance Payment & Posting

The balance invoice must be paid prior to despatch. We will get in touch prior to despatch to confirm the delivery address as orders require a signature on delivery.

## *Book a Consultation*

We're happy to discuss your requirements by email, phone, Skype or in a consultation at our studio.

Office Use Only	
Ref:	_____
Date:	_____

## Enquiry Form

To help us provide a full quote or send appropriate samples, please fill the form out below and return it to us by email or post.

Name(s) .....

Delivery address .....

.....

..... Postcode .....

Telephone number .....

Email address .....

Where did you hear about us? .....

### Details

Do you have a budget (approximate is fine)? Please state .....

*NB This helps us to advise if ideas exceed the budget!*

Deadline for receiving the product(s) .....

*NB Date required – 'ASAP' or similar not accepted. Please read T&C's for further information.*

### Product(s) and Quantities

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Save the Date .....       | <input type="checkbox"/> Information card ..... | <input type="checkbox"/> Table numbers .....   |
| <input type="checkbox"/> Invitation: Day .....     | <input type="checkbox"/> Gift information ..... | <input type="checkbox"/> Place cards .....     |
| <input type="checkbox"/> Invitation: Evening ..... | <input type="checkbox"/> Coasters .....         | <input type="checkbox"/> Menu cards .....      |
| <input type="checkbox"/> Invitation: General ..... | <input type="checkbox"/> Order of Service ..... | <input type="checkbox"/> Thank You cards ..... |
| <input type="checkbox"/> RSVP .....                | <input type="checkbox"/> Table planner .....    |  |
| <input type="checkbox"/> OTHER .....               |   |  |

*Text (Please provide an indication of text to be included):*

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*For extra products please add a separate sheet*

## Design

- Please design something for me
- I am supplying artwork (please refer to Technical Specification)
- I would like a personal illustration, monogram or motif? (Prices start from £35)

*(Please describe / provide links to any examples you may have ie. Pinterest board):* .....

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## Size

- A7
- A6
- A5
- Custom

*Please state if you have considered the paper you would like (we are happy to advise):*

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- Please tick if you would like paper samples (£5 inc P&P redeemable against future orders)*

## Colour

Number of colours (including blind emboss):

- 1 to front (1/0)
- 2 to front (2/0)
- 2 to front / 2 to reverse (2/2)
- 1 to front / 1 to reverse (1/1)
- 2 to front / 1 to reverse (2/1)
- 3 to front (3/0)

## Packaging

- Wallets
- Envelopes
- Not required

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## LETTERPRESS & DESIGN

### Standard Envelopes

C6    C5

- Hairy Manilla - a high quality, recycled, kraft paper which we favour for greetings cards
- Oatmeal, a flecked cream envelope – another high quality recycled material

### Beeremat Envelopes

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Kraft          | <input type="checkbox"/> Shimmer: White         | <input type="checkbox"/> Pearl: Black  |
| <input type="checkbox"/> Kraft (ribbed) | <input type="checkbox"/> Shimmer: Gold          | <input type="checkbox"/> Pearl: Silver |
| <input type="checkbox"/> White          | <input type="checkbox"/> Shimmer: Charcoal Grey | <input type="checkbox"/> Pearl: Purple |
| <input type="checkbox"/> Ivory          | <input type="checkbox"/> Pearl: Lilac           | <input type="checkbox"/> OTHER         |
| <input type="checkbox"/> Red            | <input type="checkbox"/> Pearl: Bronze          |  |

Other: Colour / type / size / style (inc. wallets\*) .....

.....  
*\* There is a finishing charge of £18.45 on all wallets and some envelopes.*

Watch Chris print on youtube: <http://bit.ly/1Tbqlri>