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 Reference: Invitation Pricing Guide - Customised Designs  
 Pages: 4

## COST ESTIMATE

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Thank you for your interest. We hope that this guide assists you with your budgeting exercise .

Have you visited our Off the Shelf Collection? Order invitations today, pricing available immediately.

For custom designs:

Pricing for customised invitations and other event stationery can be affected by the following choices:

- **paper type**
- **print type (digital, raised ink, foiled, embossed)**
- **embellishments and accessories (such is beading, ribbon and other decorative elements)**
- **quantity**
- **number of pages needed (maps/directions/accommodation info etc.)**
- **invitation size/format**

Invitations and stationery are therefore categorised as listed in the **price bands** below. We can provide you with accurate pricing once we have a better idea of your specific requirements.

We recommend visiting us (by appointment only) to view our samples and vast paper range. This is always helpful in gaining a clear understanding of your requirements. This can be fun too as we bring papers and ideas together customising your invitation with you.

We do not charge a consultation fee. If you'd like to set up an appointment, we're based in Edenvale, Johannesburg. For those enquiring from out of town or abroad, we successfully correspond with such clients via e-mail using photographs and our courier service.

DESCRIPTION	UNIT PRICE (Excl VAT):	UNIT PRICE (Incl VAT):
<b>GENERAL FEES</b>  Over and above unit prices, these fees need to be incorporated in your budget.		
<b>Studio fees:</b> Invitation Set-up, layout and design: typesetting and content	R 535.00	R 609.90
<b>Mock-up Invitations</b> These are recommended but optional.	R 80.00	R 91.20
<b>Personalisation.</b> Fee to personalise your invitations/addressee tags/gift tags/envelopes or envelope labels etc. Charged per item.	R 295.00	R 336.30
<b>Beading.</b> Bear in mind that beading is labour intensive and will incur additional charges. These will be quoted for according to your requirements.	TBC	TBC
<b>Proofing.</b> Layout proofs are emailed for sign-off prior to print	R 25.00	R 28.50
<b>Delivery.</b> Pricing varies according to delivery method, location and time frame.	TBC	TBC

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DESCRIPTION	UNIT PRICE (Excl VAT):	UNIT PRICE (Incl VAT):
<b>INVITATION CATEGORIES</b>		
<b>PRICE BAND A</b> - Basic card, single or double sided - Print only (digital), full colour or black and white - Layering of papers possible on smaller invitations	R20.00 to R25.00	R22.80 to R28.50
<b>PRICE BAND B</b> - Traditional folding card - Modern formats (with pockets/flaps etc.) - Layering of papers where required - Puzzles (excl packaging) - Digital print or raised ink - Limited papers and embellishments (such as ribbons etc) - Graphic images/patterns available from our standard stock library	R26.00 to R35.00	R29.64 to R39.90
<b>PRICE BAND C</b> - Traditional folding card - Modern formats (with pockets/flaps etc.) - Layering of papers - Puzzles (including packaging - various options available) - Digital print or raised ink - Wider range of papers and embellishments (such as ribbons etc.) - Graphic images/patterns available from our standard stock library  <i>Price Bands B &amp; C vary only in terms of the amount and type of imported paper/ribbons, metallic papers and embellishments used.</i>	R36.00 to R45.00	R41.04 to R51.30
<b>PRICE BAND D</b> As per Price Bands B & C above, with the following possible inclusions: - Foiling - Embossing - Decorative laser cutting - Custom die-cutting - Custom boxes and packaging - Beads available include Swarovski crystals and other imported beads - Diamante ribbon buckles - Graphic images and professional photographs available	R46.00 to R55.00+	R52.44 to R62.70+

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DESCRIPTION	UNIT PRICE (Excl VAT):	UNIT PRICE (Incl VAT):
<p><b>OTHER EVENT STATIONERY ITEMS</b></p> <p>Additional event stationery items are designed to match your chosen invitation/event theme and style.</p> <p>Prices can vary greatly as a result.</p> <p>All prices below are for print and assembly only and exclude Studio Fees (layout and design) which will be costed for where required. Studio Fees are not necessarily incurred per item.</p>		
Studio fees: to be quoted where applicable (see above)	TBC	TBC
Programmes / Order of Service / Ceremony Cards	R12.00 to R38.00	R13.68 to R43.32
Save the Date Cards from business card size to approx 130mm square	R9.00 to R30.00	R10.26 to R34.20
Thank You Cards (to send out after the event)	R12.00 to R30.00	R13.68 to R34.20
Name Place Cards (fee to personalise with guest names not included)	R6.50 to R15.00	R7.41 to R17.10
Menus (fee to personalise with guest names not included)	R14.00 to R40.00	R15.96 to R45.60
Table Numbers	R11.50 to R20.00	R13.11 to R22.80
Seating Plan (Sizes ranging from A3 to A1)	R120.00 to R440.00	R136.80 to R501.60
Gift Tags / Thank You Tags (fee to personalise with guest names not included)	R2.50 to R11.00	R2.85 to R12.54
Confetti Cones	R9.00 to R15.00	R10.26 to R17.10
Gift Boxes Various types and sizes available - made to order. Enquire for more information.	R8.00 to R100.00+	R9.12 to R114.00+

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## Standard Terms and Conditions

### Standard Terms and Conditions:

Terms of payment: 50% deposit payable on confirmation of order.

Balance due on completion (unless otherwise negotiated), prior to collection or delivery.

- 1) Quotation or Estimate valid for 30 (thirty) days and is subject to final content, the availability of materials and price increases.
- 2) All prices exclude VAT (at 14%) unless otherwise stated.
- 3) All prices are quoted in ZAR and invoices are payable in ZAR.
- 4) Any deposit received on confirmation of an order is non-refundable.
- 5) All pricing is subject to change without prior notice. All signed orders on which a deposit has been received will be honored at the quoted price.
- 6) Rush jobs (orders required within less than 10 working days) will be subject to a surcharge of 15% of the total before VAT.  
Rush jobs will be accommodated where production schedules allow.
- 7) Cash and EFT payments will be regarded as received as soon as they reflect in our account or proof of payment is received. Cheque payments will only be deemed as received once cleared. Note that cheques can take up to 7 working days to clear, which may cause delays.
- 8) Variations on specifications of any kind (from supplied quotations) will result in a revision of the quotation.
- 9) Before proceeding with any designs, layouts etc., a signed-off quotation/order is required.
- 10) It is the responsibility of the client to sign off all artwork prior to going to print.
- 11) RubyGrey Creative will not accept any responsibility for errors, omissions or otherwise as a result of artwork not being signed off.
- 12) Mock-ups are optional. However, they are recommended to ensure that all parties are in agreement on materials to be used. RubyGrey Creative will not be held responsible for any misperceptions arising as a result of any orders placed without the request of a mock-up.
- 13) Additions required will be quoted for on request.
- 14) All logos, copy and other content to be supplied in required formats.
- 15) All artwork **includes 2 (two) authors changes**, after which additional artwork charges will apply at R320/hour.
- 16) Lead time: minimum 3 (three) weeks required (unless otherwise negotiated) for print and assembly.
- 17) The customer indemnifies RubyGrey Creative against any claims, costs and expenses arising out of the infringement of copyright, trademarks, patent or design.
- 18) All items will remain the property of RubyGrey Creative until full & final payment is received.
- 19) Any costs incurred in the recovery of debt will be for your account. Interest incurred on overdue amounts not paid as per invoiced terms will be charged for at prevailing bank rates.
- 20) All artwork and designs remain the copyright of RubyGrey Creative and may not be reproduced in any way, in part or full without written consent from RubyGrey Creative.

### Cancellation Policy

- 1) Deposits are non-refundable. In the event of a cancellation of an order, any deposit amount paid will be forfeited.
- 2) Should the cancellation of an order be received once an order has been completed (either partially or in full), the balance and/or full invoiced amount shall be payable.
- 3) Changes to quantities ordered: Quantities as per your order will be regarded as minimum quantities and cannot be reduced. Additional items may be ordered.
- 4) Returns: Items delivered as per signed orders and signed artwork may not be returned /refunded for any reason whatsoever. Any errors on the part of RubyGrey Creative will be rectified and the relevant items will be replaced.
- 5) Any errors or discrepancies are to be reported to RubyGrey Creative within 24 hours of receipt of the ordered items.

*Thank you for your interest in RubyGrey Creative. We look forward to meeting you and  
being of assistance as you plan your special event.  
Feel free to contact us to discuss your requirements and ideas!*