



- part one: preparing an order
- part two: custom design (1-2 week process)
- part three: printing (2-3 week process)
- part four: hand-assembly (optional – up to 1 week)
- part five: shipping

part one: preparing an order

1. COMPLETING THE ORDER FORM

Work with your client to select a design and format from either of our Wedding Portfolios. Invitations may be ordered as shown or you may use the Design Library to help your client customize their suite by selecting different design elements. If you have any questions, please call us: 888.869.0659. Narrowing down the options at this stage is essential to helping your client avoid additional time and money on extra proof fees later in the process.

2. COMPLETING THE TEXT FORM

Dauphine Press requires all text to be submitted digitally via our Digital Text Form or email. If you are unable to submit your text digitally, a \$100 typesetting fee will be added to your invoice. Please note that typesetting may add time to the proofing process. We require all final text before we can begin design. Please be sure to double check any questionable spelling, grammar and punctuation details and proofread carefully. The Digital Text Form helps minimize typing errors and having the final text at the start of the order will help it move through the design phase quickly.

3. PLACING THE ORDER

Fax the order form to Dauphine Press (707.776.0795) and send the completed text form to us via email (info@dauphinepress.com). Within one business day we will confirm receipt of your order and email you a Sales Order confirming all pricing. When you submit the completed order and text forms, the design phase begins. Please note that both elements are required to move to the custom design phase. Any delay in submitting these will push back the time line. One of our designers will review the information and contact you if there are any questions.

part two: custom design (1-2 week process)

4. YOUR PROOF

Once you have submitted the completed order and text forms, Dauphine Press will provide a complimentary custom designed, color proof based on the information supplied in your forms. This proof will be sent via email within 2-3 business days. If necessary, a second proof for any minor text edits is also complimentary.

Any additional minor text edits after the second proof or any major text edits after the first proof will incur a proof fee of \$25 per printed piece requiring edits (i.e. invitation, response card, reception card, etc.).

Minor text edits are defined as simple tweaks to existing copy and layout (i.e. adding or removing a word, correcting misspellings, correcting capitalization, changing color, etc.).

Major edits are defined as any edits that require considerable rework to the design (i.e. changes in layout, font selection, motifs, dimensions, etc.) or major text revisions (i.e. adding large amounts of copy, flowing in new copy, etc.) and will incur proof fees any time after the initial proof.

getting started

WORKING WITH DAUPHINE PRESS

5. APPROVING THE ORDER

Please help your client proofread all items carefully prior to giving Dauphine Press approval to print. We urge you to carefully consider all content on every piece of your stationery suite proof including the call-out details listed on the page by our designers (identifying papers, inks, etc.). Your proof includes approval boxes for your clients' sign-off. Fax the signed/approved proof back to Dauphine Press (707.776.0795).

Please note that the signature approving artwork for print assumes total responsibility for all design and typographical elements. Dauphine Press is not responsible for typographical and design errors that have been approved by you, your employees and/or your client. Dauphine Press will not incur the costs of reprinting and shipping orders due to these errors, nor will a refund be issued.

part three: printing (2-3 week process)

6. PRINTING TURNAROUND TIME

Once we receive your signed approval, your order will print and ship within 10 business days. You will receive confirmation of receipt of your faxed approval within one business day. Orders ship per the method and shipping address indicated on the order form. If you have requested specialty printing or hand-assembly for your order, please allow up to an additional 5-10 business days.

7. SPECIALTY PRINTING, SPECIAL ORDERS & HAND-ASSEMBLY TURNAROUND TIME

Any orders with foil or painted edges will require a 15 day turnaround from approval. If your order also includes special orders and/or hand-assembly additional time may be needed.

part four: hand-assembly (optional - up to 1 week)

8. HAND-ASSEMBLY AND EMBELLISHMENTS

Once the printed pieces are complete, our skilled team will undertake any hand-assembly (i.e. lining envelopes, setting grommets, mounting invitations on pocket folds, tying ribbons, stuffing envelopes, etc.) which you have ordered. This process can take up to and additional 5 business days.

In order to meet the production times for orders with embellishments (colored papers, decorative papers, pocket folds, backer cards, ribbons, etc.) the following will take place:

- Embellishment orders are immediately placed when your order is received.
- You will be notified if an item is back ordered or out of stock.

Please note that if your client removes an item or changes the quantity on their order that includes specialty paper and/or embellishments from outside suppliers, they may be subject to a 15% restocking fee, rush shipping fees and/or delayed ship date if additional quantities are needed.

Many of our stores choose to order items outside of the choices shown in our Design Library from some of our vendors (Envelopments®, Waste Not Paper®). We will continue to supply these items, but we cannot guarantee availability. We follow the same procedure above for these items.

part five: shipping

9. SHIPPING

Our standard method of domestic shipping is UPS Ground. All orders ship out of Hempstead, NY. Please review the following shipping guidelines to estimate delivery for ground shipping:

- To AK, AZ, CA, CO, HI, ID, MT, NM, NV, OR, UT, WA, WY: 4-6 business days
- To AL, AR, FL, GA, IA, IL, KS, MN, MO, MS, ND, NE, OK, SD, TX, WI: 3-4 days
- To All Other States: 1-2 business days
- To Puerto Rico: 5 days

Once the order is ready to ship, our Client Services department will send you the final invoice via email confirming all sales costs.



printing & design guidelines

LETTERPRESS PRINTING

Letterpress printing gives a beautiful, three-dimensional impression in paper unsurpassed by any other print method. In letterpress printing we ink a raised surface that is pressed into soft cotton paper. The amount of impression can be varied, though we normally use a great deal of impression when printing wedding invitations and special announcements. Our printing is done on 50-year-old printing presses — subtle irregularities are inherent in the process. No two pieces are entirely identical, and letterpress printing is not an exact science. Subtle variations in inking, color, impression and position are to be expected.

FOIL

The designs in our albums featuring foil stamping are available only in the sizes and foil placement combinations shown. However, you may change the variable content as needed to create a custom design (i.e. a response card with foil can be converted in to an announcement or save the date of that same size). The letterpress + foil pricing grids are based on the designs shown in our albums. For custom sizes and designs not shown in the album, please contact Client Services for a quote (707.776.0790).

PAINTED EDGES

Painted edges are available for any card printed on our premium letterpress paper, with or without rounded corners. We recommended 236 lb. cover premium letterpress paper for best results. All jobs that have painted edges will be shipped with a complimentary protective tissue insert to protect edging from offsetting onto other printed pieces during mailing. Please note that edge painting is a hand-applied process and is subject to slight variations in ink color.

BLIND LETTERPRESS/BLIND HIT (PRINTING WITHOUT INK)

This process requires a medium to heavy line weight or graphic to create a distinctive impression. Please avoid designs with fine details for blind letterpress. Contact Client Services if you would like us to confirm whether or not a graphic will reproduce well using blind letterpress. Note that a run of blind letterpress is considered a color press run. For example, an invitation with black ink plus blind letterpress would be priced as a 2-color piece.

RUSH ORDERS

Two week turnaround: A proof will be generated in 1-2 business days and your order will ship within 5 business days of sign off. We cannot process 2-week rush orders that require special orders or hand-assembly. Contact Client Services if you have a potential rush order as there are times during the year, during busy season, when we may not be able to accept rush orders. Please note that additional charges apply for a rush.

EARLY ENVELOPES

No Liner: Early envelope requests must be placed at time of order. A proof will be generated in 2 business days and envelopes will ship within 5 business days of sign off.

With Liners: Early envelope requests with liners require a special order and hand-assembly by the Dauphine Press production team and therefore require a longer lead time. A proof will be generated in 2 business days and envelopes will ship within 10 business days of sign off.

Dauphine Press cannot process requests for early envelopes mid-order; however, we can expedite shipping of envelopes separately for an additional fee to cover shipping and handling, once the order has printed.

CHANGING QUANTITIES ON AN EXISTING ORDER

Dauphine Press will change the quantity on an existing order at any time before it goes to print, simply contact Client Services. Please note that if your client removes an item or changes the quantity on their order that includes specialty paper and embellishments from outside suppliers, they may be subject to a 15% restocking fee, rush shipping fees and/or delayed ship date if additional quantities are needed.

getting started

PRINTING AND DESIGN GUIDELINES

INK COLORS AND COLOR PROOFS

Inks shown on your digital (pdf) proof are a close approximation of the selected colors and are not an exact match. Computer monitors vary in color representation. Please refer to the physical ink swatches in the Design Library for the best color reference. Letterpress is a very different process from standard offset printing and variations in ink coverage, depth of impression, paper color and texture all make for the subtle irregularities inherent in the process.

CUSTOM INK COLORS

Should you not find an appropriate ink color in the Ink Palette section of our Design Library, you can request a custom ink mix for any uncoated Pantone solid color. Please see embellishment pricing for additional cost.

DOUBLE-SIDED PRINTING

Most printed pieces can receive double-sided printing. Double-sided items may include multiple colors on the front, but we recommend only one color on the reverse side. For the best results and deepest impression we suggest that you consider our double-thick, 236 lb. stock, for double-sided printing. Please see embellishment pricing for additional cost.

PRINTING ON ENVELOPES

Printing of the return address on outer envelopes is complimentary with invitations, announcements, response sets and note cards. When a client requests a graphic be added to the front of the envelope, a charge will be added to the invoice. Please see embellishment pricing for additional cost. Forgoing return address printing will not result in discounted price.

PROVIDING YOUR OWN ARTWORK

Dauphine Press accepts Adobe Illustrator and InDesign files (CS3 or earlier). Please make sure fonts are outlined and images are embedded. When providing a motif or logo, please submit vector art or bitmap tiff files at 1200 dpi sized at 100% of print size. Please verify artwork resolution before submitting. Please note that we cannot letterpress print photos or color halftones.

PRESS WASH

Press wash charges will be incurred when adding colors to a print order that are not used on the primary piece i.e. invitation card. One and two color pricing assumes the same colors used on the primary piece will be carried through all printed pieces within an order. Ordering a secondary piece printed in a color not used on the primary piece requires a press wash. Please see embellishment pricing for additional cost.

POSTAGE

Additional postage may be required when mailing large, square and/or multiple part invitation suites as well as post cards. Please consult your local Post Office for the correct postage for your invitation suite.

MAPS

Textured Background Maps: Dauphine Press offers a selection of background maps for many popular wedding destinations. Existing maps can be found in the motif section. You may also contact Client Services to see if your client's location already exists or if custom design will be required. To have a new map created for your special location there is a charge of 1-3 design hours based on complexity.

Custom Street Map Illustration: Dauphine Press does not offer custom map illustration, but will refer you to an illustrator from our preferred vendor list. We are also happy to print your custom artwork, which we can enhance with motifs from our Design Library.

ORDERS WITH PHOTOGRAPHS

We have shown a few designs in our albums with tipped on photographs. Dauphine Press does not print nor assemble photographs. We recommend you consult an online provider for this service. Please be sure to include the size of your photograph on your order form and/or custom design worksheet before the design process begins.







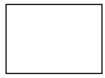
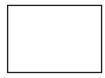






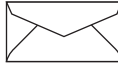
ORDERS WITH POCKET FOLDS









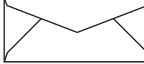

Orders with Envelopments® Pocket Folds of any size require an Envelopments® outer envelope in the corresponding size and color to match your invitation paper stock. These will automatically be included in your order at no additional charge.


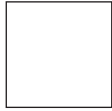
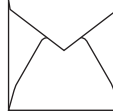
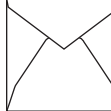

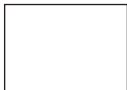
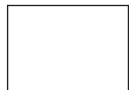
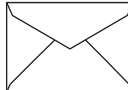


STANDARD SIZING & CONTENT GUIDELINES

invitations, save the dates and announcements

The following items come in the standard sizes below. Please contact Dauphine Press for pricing on additional sizes.

petite sizes					
4-bar (previously referred to as lucia and adele)			5.5-bar (previously referred to as lucia and adele)		
					
118 lb. card 3.5" x 4.875"	236 lb. card 3.375" x 4.75"	single envelope 3.625" x 5.125"	118 lb. card 4.25" x 5.5"	236 lb. card 4.125" x 5.375"	single envelope 4.375" x 5.75"
6-bar (previously referred to as lucia and adele)			marquis (previously referred to as lucia and adele)		
					
118 lb. card 4.5" x 6.25"	236 lb. card 4.375" x 6.125"	single envelope 4.75" x 6.5"	118 lb. card 5.5" x 5.5"	236 lb. card 5.375" x 5.375"	single envelope 5.75" x 5.75"
monarch (previously referred to as lucia and adele)					
					
118 lb. card 3.625" x 7.25"	236 lb. card 3.5" x 7.125"	single envelope 3.875" x 7.5"			

classic sizes					
7-bar (previously referred to as: 5x7, olivia and sophie)					
					
118 lb. card 5" x 7"	236 lb. card 4.875" x 6.875"	single envelope 5.25" x 7.25"	double/outer envelope 5.5" x 7.5"	118 lb. card in pocket folder 4.875" x 6.875"	
#10 (previously referred to as 4x9, isabelle and vivienne)					
					
118 lb. card 3.875" x 9.25"	236 lb. card 3.75" x 9.125"	policy envelope 4.125" x 9.5"	commercial envelope 4.125" x 9.5"	118 lb. card in pocket folder 3.625" x 8.625"	

grand sizes					
royal (previously referred to as 7x7, juliette and simone)					
					
118 lb. card 7" x 7"	236 lb. card 6.875" x 6.875"	single envelope 7.25" x 7.25"	double/outer envelope 7.375" x 7.5"	118 lb. card in pocket folder 6.875" x 6.875"	
windsor (previously referred to as 6x9, dominique and helene)					
					
118 lb. card 5.75" x 8"	236 lb. card 5.625" x 7.875"	single envelope 6" x 8.25"	double/outer envelope 6.25" x 8.5"	118 lb. card in pocket folder 5.875" x 8.875"	








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STANDARD CARD SIZES









STANDARD SIZING & CONTENT GUIDELINES

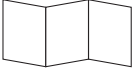

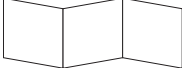




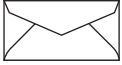
accessory pieces

The following items come in the standard sizes below. Please contact Dauphine Press for pricing on additional sizes.

response cards						
response cards (traditional)		response cards (oversized)		response cards (square)		response postcards
						
4-bar 3.5" x 4.875"	4-bar envelope 3.625" x 5.125"	5.5-bar 4.25" x 5.5"	5.5-bar envelope 4.375" x 5.75"	marquis 5.5" x 5.5"	marquis envelope 5.75" x 5.75"	4" x 6"

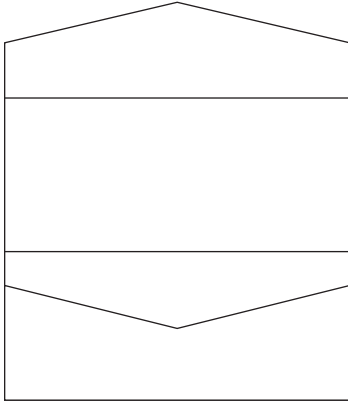
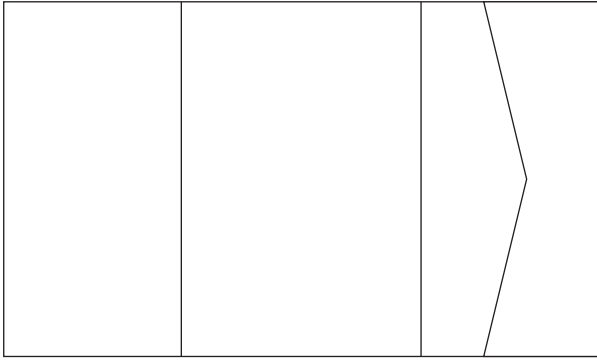
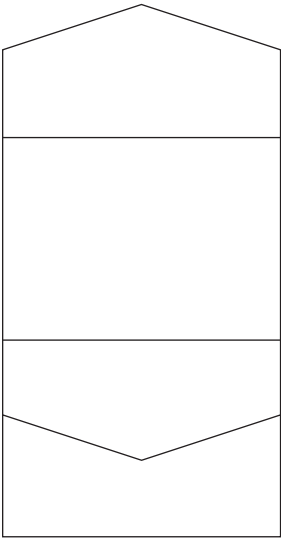
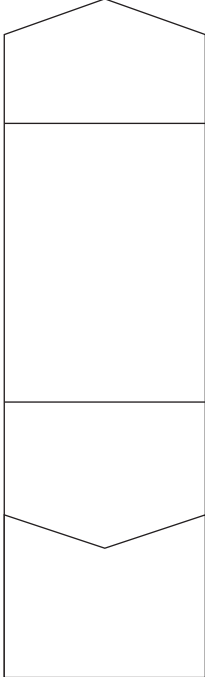
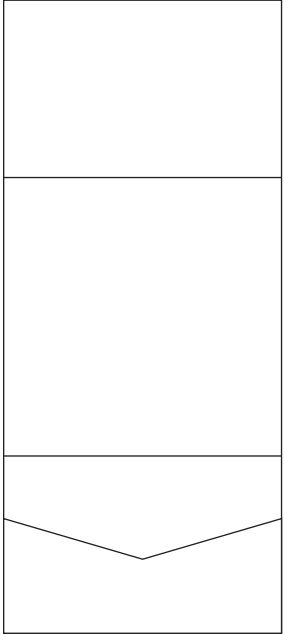
auxiliary pieces					
reception cards	enclosure cards	travel cards, rehearsal cards, brunch cards & schedule of events			
					
3.5" x 4.875" up to 5 lines of copy	up to 2" x 3.5" up to 3 lines of copy	size varies, must not be larger than the invitation card it accompanies envelopes not included			
closure tags	belly bands	flat thank you notes		folded thank you notes	
					
up to 3" x 3"	size varies up to 15.5"	5.5-bar 4.25" x 5.5"	5.5-bar envelope 4.375" x 5.75"	4-bar 3.5" x 4.875"	4-bar envelope 3.625" x 5.125"

reception pieces				
menus	flat escort cards	folded place cards	small favor tags	large favor tags
				
size varies	2.5" x 3.375"	flat size up to 4" x 6"	up to 3" x 3"	up to 5" x 6"
flat programs	folded single-sided programs		folded double-sided programs	
				
size varies	flat size up to 8" x 10" folds to create 4 panels, printed on outside 2 panels only	flat size up to 8" x 10" folds to create 4 panels, printed on outside & inside 4 panels		

multi-page pieces			
small trifolds		large trifolds	
			
folds to 3.5" x 4.875" printed on outside only	4-bar envelope 3.625" x 5.125"	flat size up to 15.75" x 7" printed on outside only	size varies
journals (6-bar)		journals (monarch)	
			
6-bar 4.5" x 6.25"	6-bar envelope 4.75" x 6.5"	monarch 3.625" x 7.25"	monarch envelope 3.875" x 7.5"

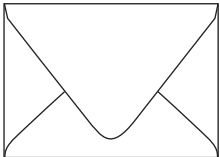
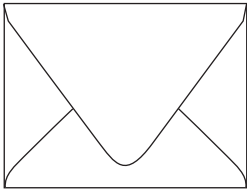
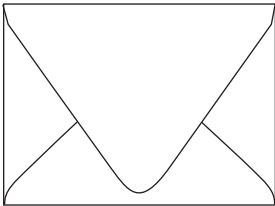
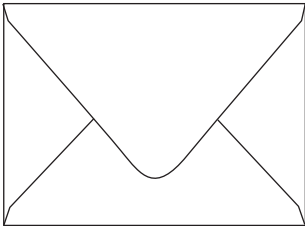
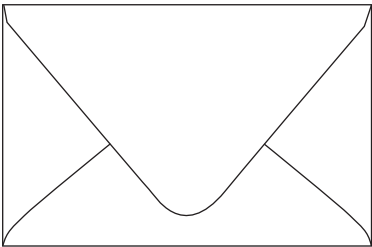
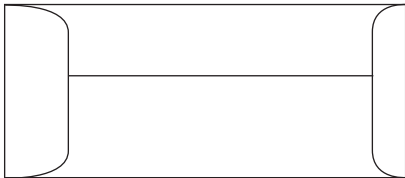
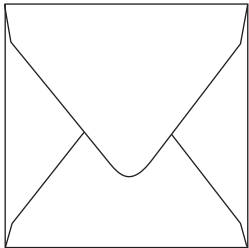
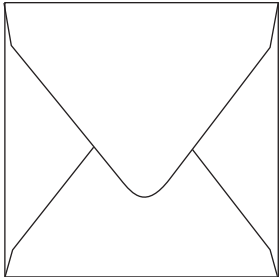
ENVELOPMENTS[®] SIZING *pocket folds*

Envelopments[®] Pocket Folds are offered in an array of formats, colors, finishes and configurations for an elegant presentation. Any card paired with Envelopments[®] Pocket Folds will be sized to properly fit. Please refer to the EMBELLISH section for color swatches.

4 x 9 signature landscape	6 x 9 signature landscape	
 <p data-bbox="224 1073 537 1123">interior size: 3.875" x 8.875" invitation area: 3.625" x 8.75" max</p>	 <p data-bbox="971 1073 1219 1123">interior size: 6.125" x 9.125" invitation area: 6" x 9" max</p>	
5 x 7 signature landscape	5 x 7 signature portrait	7 x 7 signature landscape
 <p data-bbox="256 1944 505 1995">interior size: 5.125" x 7.125" invitation area: 5" x 7" max</p>	 <p data-bbox="735 1944 984 1995">interior size: 5.125" x 7.125" invitation area: 5" x 7" max</p>	 <p data-bbox="1211 1944 1459 1995">interior size: 7.125" x 7.125" invitation area: 7" x 7" max</p>

WASTE NOT PAPER® SIZING *envelopes*

Waste Not Paper® offers a stunning array of colored envelopes. Add a splash to your special event or personal stationery with these styles. Colored envelopes do not come in double envelopes, nor do they hold a pocket folder invitation. Any card paired with a colored envelope will be sized to properly fit. Please refer to the EMBELLISH section for color swatches.

<p>4-bar</p>  <p>single envelope 3.625" x 5.125"</p>	<p>a2 (pairs with 5.5-bar)</p>  <p>single envelope 4.375" x 5.75"</p>
<p>a6 (pairs with 6-bar)</p>  <p>single envelope 4.75" x 6.5"</p>	<p>a7 (pairs with 7-bar)</p>  <p>single envelope 5.25" x 7.25"</p>
<p>a9</p>  <p>single envelope 5.75" x 8.75"</p>	<p>#10 policy</p>  <p>single envelope 4.125" x 9.5"</p>
<p>5.75 square</p>  <p>single envelope 5.75" x 5.75"</p>	<p>6.5 square</p>  <p>single envelope 6.5" x 6.5"</p>