



LETTERS
& Dust

EVENT
DETAILS

PRICING + COLLECTIONS

*INFORMATION FOR
OUT-OF-STATE CLIENTS

Welcome to Letters & Dust - We are so glad you're here!

Thank you so much for your interest in signs and day of details for your special event. We have several sign and detail decor options available for our out-of-state couples including chalkboards, wood signs, mirror panels, and acrylic panels in clear, frosted, white, and black. These prices include custom artwork for your event—please note for all signs, these prices are for the panels only, no frames are shipped. All signs can be made to standard frame sizes for you to pop into frames you source elsewhere.



Shipping prices limit what we are and are not able to ship—we are currently not shipping large acrylic boxes, and items such as card boxes and laser cuts may be subject to an additional charge depending on size.

Thank you so much for your interest, and we are so excited to go on this creative journey with you!

xoxo, Brittany Aquila

OUR MISSION AT LETTERS & DUST
IS CRAFTING UNIQUE DETAILS
Reserved for Playney
FOR SPECIAL EVENTS WITH CREATIVITY,
ORIGINALITY AND IMAGINATION.



“ Brittany is an amazing chalkboard artist. Our venue has large chalkboards in the barn, that take up a lot of wall space. She turned them into an eye-catching mural of all that was our wedding. Brittany is easy to work with, responsive, and SUPER talented. We couldn't be more happy with her chalkboard art, and would recommend her for all of her services. ”

PRICING & SERVICES

CUSTOM SIGNS



DAY OF PRINTED GOODS



OTHER DECOR OPTIONS



CUSTOM SIGNS

*PRICING GUIDELINE IS AN ESTIMATE AND MAY VARY DEPENDING ON DESIRED SIZE AND CONTENT. LARGEST SHIPPING SIZE IS 24X36"

ITEMS	SIZE	PUCHASE PRICE PER SIGN
WELCOME SIGN	18X24"	\$150
BAR SIGN	11X14"	\$55
SEATING CHART (100 PPL OR LESS)	24X36"	\$175
SEATING CHART (200 PPL OR LESS)	24X36" X2	\$300
SIGNATURE COCKTAIL	11X14"	\$50
ORDER OF EVENTS	18X24"	\$150
UNPLUGGED CEREMONY	16X20"	\$125
CHOOSE A SEAT	16X20"	\$125
DINNER MENU	18X24"	\$150
DIRECTIONAL SIGN	16X20"	\$95

The above pricing is interchangeable for all materials including wood signs, chalkboards, mirrors, frosted acrylic, clear acrylic, black acrylic and white acrylic. Prices include custom artwork. Seating charts for large events are broken down into mulitple 24x36" panels.

PAINTED ACRYLIC

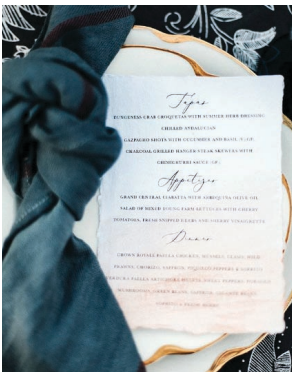
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DAY OF PRINTED GOODS

*PRICING GUIDELINE IS AN ESTIMATE AND MAY VARY DEPENDING ON DESIRED SIZE AND CONTENT

ITEMS	SIZE	QUANTITY	PRICE
WEDDING PROGRAMS	4X9"	1	\$1.50 EACH
DINNER MENUS	5X7"	1	\$1 EACH
THANK YOU CARDS	4X6"	1	\$1.50 EACH
RESERVED SIGNS (TENTED)	4X9"	1	\$1.50 EACH
ESCORT CARDS (TENTED)	3.75X5"	1	\$.75 EACH
PLACE CARDS (TENTED)	3.75X5"	1	\$.75 EACH
TABLE NUMBERS	5X7"	1	\$1.50 EACH



CALLIGRAPHY

*PRICING GUIDELINE IS AN ESTIMATE AND MAY VARY DEPENDING ON DESIRED SIZE AND CONTENT

ITEMS	SIZE	QUANTITY	PRICE
RESERVED SIGNS (TENTED)	4X9"	1	\$2.50 EACH
ESCORT CARDS (TENTED)	3.75X5"	1	\$2.00 EACH
PLACE CARDS (TENTED)	3.75X5"	1	\$2.00 EACH
TABLE NUMBERS	5X7"	1	\$2.50 EACH

The above pricing is based on our standard cardstock printing options which are available in linen, cotton and matte finishes—premium cardstocks available for an additional cost. Calligraphy services available in variety of ink colors and can be rendered in different styles however, please keep in mind calligraphy styles are unique to the artist's own personal handwriting style.

OTHER DECOR OPTIONS

*PRICING GUIDELINE IS AN ESTIMATE AND MAY VARY DEPENDING ON
DESIRED SIZE AND CONTENT

ITEMS	MIN. ORDER QUANTITY	PURCHASE PRICE
GOLD TERRARIUM CARD BOX	1	\$65
WOOD CARD BOX	1	\$65
ACRYLIC CARD BOX	1	\$65
WOOD BLOCK TABLE NUMERS	10	\$7 EACH
STANDING STEM TABLE NUMBERS	10	\$7 EACH
CENTERPIECE TABLE NUMBERS	10	\$7 EACH
CLEAR ACRYLIC W/ GOLD WRITING	10	\$7 EACH
CLEAR ACRYLIC W/ WHITE WRITING	10	\$7 EACH
BLACK ACRYLIC W/ WHITE MODERN	10	\$7 EACH
ART DECO TABLE NUMBERS	10	\$7 EACH
FROSTED ACRYLIC W/ GOLD WRITING	10	\$7 EACH

LASERCUTS

CUSTOM LASERCUT NAMES, CHAIR SIGNS, PLACE CARDS ETC. ARE AVAILABLE, AND PRICED
ON AN INDIVIDUAL BASIS. MINIMUM LASERCUT ORDER IS \$150.





LET'S GET STARTED

What are the next steps?

Once you have a preliminary list of items you would like included in an estimate, send it on over—be sure to include details such as the materials you are wanting, number of guests you are anticipating, as well as the overall style you are envisioning such as modern, boho, rustic etc. We will write up your estimate and send it along with a contract and retainer invoice for 50% of the estimated total. Things do change, and any changes that need to be made will be reflected in the final invoice, however the total cannot be reduced by more than 25% of the estimated total. For example, if your estimated total is \$500—you pay the \$250 retainer upfront, and then you realize you need to reduce your order, you could only reduce down 25% of the original \$500, so you would still need to pay a grand total of \$375—wherein the second payment would be \$125, as you had already paid the \$250.

Once we have the order finalized, the month of the event you will be sent an automated prompt requesting finalized wording for each of the pieces Letters & Dust is creating for you, an example template is on the following page. Kindly keep all info in one document—if we have to search through emails, instagram and text messages, we are likely to miss information and mistakes could be made.

Within 30 days of your event we can also have a phone consultation to go over final design decisions, digital mockups are available upon request, which include general layout of text, but no illustrations.

If you need to add a significant amount of signs or decor within one month of your event (more than one sign), there may be an additionally rush fee applied.

VERBIAGE REQUEST

When you send over your verbiage, please number /label each item, include wording as you want it to appear and do not abbreviate. Below is an example of correct formatting for your document, the only exception to this is that you can send your seating chart over in a separate excel or google doc. Please feel free to include photo inspiration as well including specific examples of fonts / layout that you like for my reference.

LANCY WEDDING - AUGUST 31, 2019 - DANIELLE & DUSTIN

We liked mixed elements... wood, acrylic, and chalkboard. Just no mirrors please

Wedding Colors: Coral/Peach, Burgundy, Navy, and Copper. Please do not use gold at all, we would like anything that you would use gold for to be replaced by copper. Attached is our invitation so you can go off that. We would like some design work incorporated on the signs, color and illustrations please!

Also, can include this geometric design if possible on some because we are having some geometric elements a part of our day (geometric inspiration example attached)

I have purchased the large easels that you suggested. I am including a photo(attached) of the stands I plan to get for the smaller signs, please let me know if you think this will work.

Welcome Sign:

Welcome to the Wedding of Danielle & Dustin, August 31, 2019, Portage Lakes, Ohio, Grab a drink and take your seat. ('Wedding' in large size font, and you can use the word 'and' instead of '&' whichever works better for you, example photos of fonts we like are attached, love the names on the first one and love the mixing of fonts in the second)

Reception Sign:

BBQ, Booze and Bad Dance Moves, this way (please put 'this way.' in small size font) - hoping this sign can be large

Guest Book Sign:

Please sign the Guest Book and also leave a photo with your wishes for the new Mr. & Mrs. Snap it, Stick it, Sign it.

Signature Drink Sign - His, Platform Speed Merchant IPA, White Wheat IPA 6.6%, blended with citrus, located on tap at the Beer Bar Hers, Moscow Mule, vodka, ginger beer, EXTRA lime (please include illustration of both the beer and the moscow mule) underneath this is a line divider, and then the Bar Menu from #7 minus the header

Small Signature Drink Sign: same as Large Signature Drink Sign without the Bar Menu underneath (please include illustration of both the beer and the moscow mule)

IF YOU ARE UNFAMILIAR WITH CREATING A GOOGLE DOC, VISIT THIS WEBSITE:

<https://edu.gcfglobal.org/en/googlespreadsheets/creating-google-docs/1/>

IMPORTANT INFORMATION

MINIMUM ORDER

The minimum order for out-of-state signs and decor is \$500

SHIPPING

Orders are shipped via USPS priority 2-3 day shipping. Ideally, we like to have items on the way to you at least two weeks pripr to your event, which means all your verbiage needs to be completed and sent over no later than three weeks prior to the event. This allows for you to recieve your items in a timely manner, and in the event of an item arriving broken, we have enough time to send out a replacement.

Tracking info will be provided once your items ship—we do not require a signature for packages and instruct USPS to leave them at your door, if you would like to require a signature, please let us know.

Items are wrapped in seran wrap individually, cut the seran wrap carefully as sharp scissors can damage the surface of the signs. Clear acrylic panels may appear blue at first—this is becasue there is a protective film on them so do not panic, it just peels off. We recommend waiting to peel it off until the day of the event to prevent scratches.

ESTIMATED SHIPPING RATES

Below are estimates based on largest sign dimension. Some locations are subject to higher rates such as the misdwest, provide your shipping address for an accurate estimate at time of inquiry.

LARGEST SIGN DIMENSIONS	ESTIMATED SHIPPING RATE (US)
24X36"	\$75
18X24"	\$50

CLEANING AND SIGN CARE

All signs shipped out of state are created using permanent paint pen unless otherwise instructed by the client, therefor they can be gently wiped down. Use a very soft, non abra-sive cloth and windex to clean acrylic panels of fingerprints, and rub very gently over the writing, as it can be scratched—the same for mirrors. Spray the windex onto the cloth, not the sign. To be safe, clean a small point first to ensure the steadfastness of the artwork rather than wiping a large section.

Chalkboards are typically made of black acrylic and can be gently wiped with a soft cloth and water, again do not scrub.

Wood signs are stained then artwork is painted on—they are not sealed. If you want to seal the wood to have it stand up in rain, I suggest a spray on sealer rather than paint on so as not to smear the paint.

THANK YOU SO
MUCH! WE ARE
SO EXCITED TO
WORK WITH YOU!



Please feel free to reach out anytime with questions, we will respond as quickly as possible although response times may be substantially lengthened in prime wedding season (May-September). We look forward to bringing your unique event details to life!



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