



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 rental options available for our in-state couples including chalkboards, wood signs, mirrors, and acrylic panels in clear, frosted, white, black and some limited solid color options. These rentals include custom artwork for your event as well as easels / stands. For in-state rentals, there is currently a \$500 minimum order requirement, which can be a combination of signs as well as printed or other day of goods such as menus, programs, placecards etc.

****Painted back acrylic signs are only available for keepsake pricing beginning January of 2020****



Have a unique project or a custom build? We can take that on as well! Depending on the nature of your project, we may be able to build or source the items and then rent to you if we feel it will be an item to add to our inventory, or if it is truly custom we can help you create it as a keepsake. Let us know your vision!

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

xoxo, Brittany Aguila

Our mission at letters & dust
Is crafting unique details
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 RENTAL SIGNS



DAY OF PRINTED GOODS



OTHER RENTAL OPTIONS



CUSTOM SIGN RENTALS

*PRICING GUIDELINE IS AN ESTIMATE AND MAY VARY DEPENDING ON DESIRED SIZE AND CONTENT. MINIMUM RENTAL ORDER IS \$500

ITEMS	SIZE	RENTAL PRICE PER SIGN
WELCOME SIGN	18X24"	\$125
BAR SIGN	11X14"	\$45
SEATING CHART (100 PPL OR LESS)	24X36"	\$150
SEATING CHART (200 PPL OR LESS)	29X48"	\$250
SIGNATURE COCKTAIL	11X14"	\$35
ORDER OF EVENTS	18X24"	\$125
UNPLUGGED CEREMONY	16X20"	\$95
CHOOSE A SEAT	16X20"	\$95
DINNER MENU	18X24"	\$125
DIRECTIONAL SIGN	16X20"	\$75
GUESTBOOK SIGN	11X14"	\$35

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 as well as easels for sign rentals.

PAINTED-BACK ACRYLIC

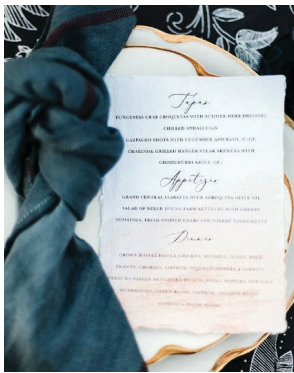
*PRICING GUIDELINE IS AN ESTIMATE AND MAY VARY DEPENDING ON DESIRED SIZE AND CONTENT. MINIMUM RENTAL ORDER IS \$200

ITEMS	SIZE	PURCHASE PRICE
WELCOME SIGN	18X24"	\$150
BAR SIGN	11X14"	\$65
SEATING CHART (100 PPL OR LESS)	24X36"	\$200
SEATING CHART (200 PPL OR LESS)	29X48"	\$300
SIGNATURE COCKTAIL	11X14"	\$65
ORDER OF EVENTS	18X24"	\$150
UNPLUGGED CEREMONY	16X20"	\$120
CHOOSE A SEAT	16X20"	\$120
DINNER MENU	18X24"	\$150
DIRECTIONAL SIGN	16X20"	\$75
GUESTBOOK SIGN	11X14"	\$50

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	\$2 EACH
DINNER MENUS	5X7"	1	\$1.50 EACH
THANK YOU CARDS	4X6"	1	\$1.50 EACH
RESERVED SIGNS (TENTED)	4X9"	1	\$1 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 RENTAL OPTIONS

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

ITEMS	QUANTITY	RENTAL PRICE
GOLD TERRARIUM CARD BOX	2	\$25
WOOD CARD BOX	2	\$25
ACRYLIC CARD BOX	2	\$25
ART DECO TABLE NUMBERS	10	\$5 EACH
CHALKBOARD TABLE NUMBERS	25	\$5 EACH
WOOD BLOCK TABLE NUMERS	25	\$5 EACH
STANDING STEM TABLE NUMBERS	25	\$5 EACH
CENTERPIECE TABLE NUMBERS	25	\$5 EACH
GOLD FRAME TABLE NUMBERS	25	\$5 EACH
CLEAR ACRYLIC W/ GOLD WRITING	25	\$5 EACH
CLEAR ACRYLIC W/ WHITE WRITING	25	\$5 EACH
BLACK ACRYLIC W/ WHITE MODERN	25	\$5 EACH
FROSTED ACRYLIC W/ GOLD WRITING	25	\$5 EACH
COPPER TABLE NUMBER HOLDERS	24	\$1 EACH
WOOD TABLE NUMBER HOLDERS	12	\$1 EACH
GOLD TABLE NUMBER HOLDERS	18	\$1 EACH

Additonal numbers in the existing sets may be available upon inquiry. Rental fee for "table number holders" is waived if client is purchasing printed table numbers from Letters & Dust. Custom table numers or coordinating pieces also available upon inquiry.





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, OR \$500 which is the minimum order requirement, and can also serve to hold your date. 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 \$1000—you pay the \$500 retainer upfront, then you realize you need to reduce your order, you could only reduce down 25% of the original \$1000, so you would still need to pay a grand total of \$750—wherein the second payment would be \$250, as you had already paid the \$500.

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.

Typically we try to avoid phone consults on signs as having everything in writing / photo format is better for us in terms of reference, however one phone consult may be scheduled at the artist's and client's discretion 30 days prior to the event date

If you need to add a significant amount of signs or decor within two weeks of your event (more than one sign), there may be an additional 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

PICKUP AND DROP OFF

All of this information will be sent via email as well as communicated in the contract, but I am including it here for reference as well:

Your order will be ready for pickup on the Thursday before your event unless we have made other arrangements, and are to be returned no later than the following Tuesday—which allows for a 6 day rental period. Items not returned by the following Tuesday will be charged a late fee, so be sure this is communicated to whomever is tasked with returning items.

The pick up / drop off address is:

5722 BROADWAY STREET
WEST LINN, OREGON
97068

This is my home address, the house is yellow with a marine corps flag and american flag out front, if an individual returns sign to incorrect house, any property damage as well as damage to rentals will be the responsibility of the contract signer.

If I am not home, please leave all rentals in front of the garage, do not take them up the stairs to the porch. Take a photo when you leave them—and after that if something happens to them, it is not the contract signer's responsibility. Text the photo to 5038517110, or email to LettersAndDustPDX@gmail.com

DELIVERY / PICK UP

Because I am a one-woman operation, the logistics of me delivering or picking up from multiple events is not feasible—therefore, if you do need delivery and same night / following morning pickup, the rate is \$350 (within 30 miles of Portland). You are more than welcome to arrange your own courier service, just know that you and that third party are still responsible for any lost or damaged items.

For events with orders over \$2000 in day of items, and within 30 miles of Portland, delivery is free. Pickup will also be free if allowed the following day—late night pick up will incur a charge.

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!



503.851.7110

WWW.LETTERSANDDUST.COM

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