

# envelope calligraphy GUIDE

The first glimpse of your event happens the second your guests open their mailbox and lay eyes on *your* invitation. The envelope is the very *first impression* of your wedding or event. Envelope calligraphy creates an entire experience for your guests 6-8 weeks prior to your big day. (And it's almost impossible to throw away such a beautifully lettered piece of art-- even if it's an envelope!)

Connar Joy Calligraphy would be honored to help make that *first impression*.

## Styles

### 1. The Classic

Oblique pen calligraphy with classic swells, yet still slightly modern. Each letter and number is italicized. "The Classic" is my signature calligraphy style.

### 2. The Modern

This style has more of a modern twist to calligraphy, where each letterform is straight (up and down). Every letterform and number is calligraphed the in this style.

3. **THE MIX** is a mixture of classic and modern. The letters have more flourishing and swirls. Note: the address portion is lettered in a hand-written serif type, which means no cursive or frills on anything except for the names, and if requested, the city and state.

Examples can be found at [connarjoy.com/envelopecalligraphy](http://connarjoy.com/envelopecalligraphy)

# information

## TURNAROUND TIME

It takes two weeks for orders with 150 envelopes, and three to four weeks for orders with more than 150 envelopes. If you need your envelopes sooner, you can rush them for an additional fee.

## MATERIALS

Depending on the nature of the envelopes, I will use Sumi ink, India ink or metallic ink. I use custom mixed gouache or watercolor for any color other than black, white, silver or gold. Unless otherwise requested, I will calligraph your envelopes with a pointed pen, which means I will use an oblique pen holder + nib, dipped in ink, to draw each letterform.

## ADDRESSING FORMAT

It is important to provide a printed or digital PDF, Word Doc or Excel Spreadsheet of your addresses *exactly* as you want them written on the envelopes. Note: I will always use the ampersand "&" instead of "and." Many bridal publications have envelope addressing etiquette guides that serve as great references if you have questions about how to properly address your invitations.

## PAYMENT METHOD

I invoice through PayPal or Square. I am also available to accept payments through Venmo (username @connarjoy). If we meet in person, I can take cash or check (i will make sure the check clears before i begin your project.) I require that a 50% deposit is made before starting an order. Your final invoice will be sent to you when I am finished. Once the invoice has been paid in full, I will ship your envelopes (and a small surprise!) back to you. If you are local to Lubbock, TX, I am happy to meet you at a location of your convenience to save on shipping costs.

# pricing

**Outer:** \$2.75

**Inner (1 line):** \$1.00 | **2 lines:** \$1.25

**Outer/Inner Set:** \$3.75 - \$4.00

**Return Address on back of Invitation Envelope (2 lines):** \$1.25 | (3 lines): \$1.50

**Return Address on separate Return Envelope:** \$1.50

**Ink color (other than black):** \$20 charge per 100 envelopes