



## Seating Chart Order Form & Contract

Each seating chart poster is created with your own theme, colors, lettering styles & designs. Templates are not used so each piece is a unique work of art.

You may print & mail OR re-save & type in the information to email back

### **A NOTE ABOUT THE EXCEL SPREADHSEET NEEDED TO CREATE THE POSTER:**

Please download the excel spreadsheet from the Seating Chart Poster page on the website or I can email to you upon request.

Please do not use your own spreadsheet. It must be in the format provided otherwise you will be asked to fix or re-enter all your guests names/table information.

### **A NOTE ABOUT THE DUE DATE:**

If you are picking up the poster, the completed Order Form/Contract, completed Excel spreadsheet & deposit are due NO LATER THAN 8 working days BEFORE THE DATE YOU NEED THE POSTER IN YOUR HANDS. Please allow 12 working days if the poster needs to be mailed/shipped to you. Please allow additional time if you are not located within the Continental United States.

*PLEASE NOTE: Additional Rush Fee of \$25 may apply if info is provided after the due date.*

**\*\*\*DATE YOU NEED/WANT THE POSTER IN YOUR HANDS: \_\_\_\_\_**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

If poster is to be shipped please enter "Ship to" info if different than above:

\_\_\_\_\_

Is the Ship To address a Residence? \_\_\_\_\_ or Business? \_\_\_\_\_

Signature required? \_\_\_\_\_ Y \_\_\_\_\_ N

Enter copy *exactly* how you would like it to be on the poster:

First name of Bride \_\_\_\_\_ First name of Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Date RSVP cards are due (if applicable) \_\_\_\_\_

Check one:  Vertical Layout (Portrait)  Horizontal Layout (Landscape)  
 No preference on orientation

Check one:  Group Guests Alphabetically  Group by Table Number/Table Name  
(best if you have Table names instead of numbers)

I will have the names read as follows under their letter/table grouping:

Mr. and Mrs. Donald Jones

If you prefer they be listed as: Jones, Mr. and Mrs. David (OR Jones, Donald and Mary) please indicate that here: \_\_\_\_\_

Check one:  Rectangle shape (traditional)  Square shape (contemporary)

Enter best description of colors desired: \_\_\_\_\_

Please best describe the look you are trying to portray  
(examples: Formal, Casual, Contemporary) \_\_\_\_\_

Please indicate any other description or theme  
(examples: Ornate, Western, Floral, Flourish, Damask) \_\_\_\_\_

Please indicate any specific motif or design – if any:  
(examples: Daisy, Calla Lily, Maple Leaf, Pinecone, Snowflake, Palm Tree) \_\_\_\_\_

Would you like it to have a border? (not recommended if placing in a frame)  No  Yes

Do you have a Monogram preference? If yes, please indicate preference:  
(I may change layout according to what looks best with your poster design)

Initials only: S K J

Groom's last initial & names on either side: Sara K John

Large initial alone with names/date nearby: K Sara and John  
July 7, 2012

Grooms full last name with names above  
& date below Sara and John  
KOSTER  
July 17, 2012

Very Large single monogram screened in background behind all the guest names.  
(Names & date also included)

No preference

Do you prefer the date to be:

Written Out - traditional (July 17, 2012)

Digit form - Modern Preference?  07.07.12  7.7.2012

Last name of Groom \_\_\_\_\_

Check size preferred: if size chosen will not accommodate your needs I will email you.

**Generally, the size poster you need is based upon how many lines are on your Excel spreadsheet & not how many actual people are on your list.**

As a general rule:

50 lines or below you can order the 11 x 17 size but many prefer larger because it's more easily spotted by guests.

51 & 100 lines - 18 x 24 size (although I have done an 18 x 24 with 119 lines)

100 lines & up - 24 x 36 size

It all depends on how spacious you would like it to be/look, if you are including a Menu, separate Head Table box or what type of graphics, if you want a lot of alphabet groupings or only the minimum amount necessary.....

\_\_\_\_\_ Any size up to 11"x 17" .....\$50.00  
Maximum square size at this price is 11 x 11  
If mounting on foam board finished size may be closer to 10" x 16"  
For full bleed on this size image area must be 10 x 13 or less  
Output on a color laser printer.

\_\_\_\_\_ Any size up to 18" x 24" .....\$115.00  
Maximum square size at this price is 18 x 18  
If mounting on foam board finished size may be closer to 17" x 23"  
Output on a poster printer with sharp color graphics.  
Image area for this size frame is typically 17 x 23

\_\_\_\_\_ Any size up to 24" x 36" .....\$165.00  
Maximum square size available is 24 x 24  
If mounting on foam board finished size may be closer 23" x 35"  
Output on a poster printer with sharp color graphics.  
Image area for this size frame is typically 23 x 35.

If you already have a frame size chosen or would like any specific size other than the standard sizes listed above please enter exact size of poster wanted (in inches) \_\_\_\_\_

Check one: \_\_\_\_\_ **poster to be placed in customer's frame**  
(or other methods of display)

\_\_\_\_\_ **mount poster on foamboard** (instead of placing in frame or other)  
up to 11 x 17 - \$10  
up to 18 x 24 - \$20  
up to 24 x 36 - \$30

\_\_\_\_\_ **provide only the final pdf file**  
**(customer will print using own means)**  
up to 11 x 17 - \$40 (instead of the \$50 listed above)  
up to 18 x 24 - \$90 (instead of the \$115 listed above)  
up to 24 x 36 - \$120 (instead of the \$165 listed above)

**Additional Options**

\_\_\_\_\_ **Laminate the poster** (typically if being mounted on foamboard)  
up to 11 x 17 - \$5  
up to 18 x 24 - \$10  
up to 24 x 36 - \$15

PLEASE NOTE: Regarding posters that are mounted on foam board but NOT laminated:  
There is a chance that the corners of the poster may start to peel off the foam board. There have been no complaints as of yet but there is that possibility. This would typically happen after time & use of the board so the chance of it happening before the wedding is not likely, but possible.

Some brides like to purchase the frame first so the poster can be designed according to the style & color of frame but it's not necessary. You will also likely need an easel in which to display the framed poster or mounted poster.

**(options continued.....)**

\_\_\_\_\_ **Add a Head Table or Menu Box** - \$5

\_\_\_\_\_ **Add Table/Room Map** - \$30 (diagram tables in the room)  
Please note: This is not a separate poster & may or may not fit depending on all other details of your poster & how many guests you have. Please inquire.

\_\_\_\_\_ **Separate poster of Table/Room Map**  
up to 18 x 24 - \$80  
up to 24 x 36 - \$115  
(additional mounting and/or laminating fees apply)

\_\_\_\_\_ **Additional print(s) of poster**  
(these will be exact duplicates)  
up to 18 x 24 - \$22 each  
up to 24 x 36 - \$40 each  
(additional mounting and/or laminating fees apply)

**IMPORTANT INFORMATION:**

Fill out order form & return via email or mail. Any insight, visuals & details you can provide as to how you would like it to look are welcome.

To enter your guest/table information, please download the excel spreadsheet from the Seating Chart Poster page on the website. Please do not use your own spreadsheet. It must be in the format provided otherwise you will be asked to re-enter your guests name/table information. I can email the spreadsheet to you upon request.

**Revisions/Changes:**

The names & table numbers on the spreadsheet must be proofread and edited before emailing to me. I will do up to 5 lines of edits/revisions after the first proof. Any edits/revisions over 5 lines are subject to be charged at \$1 per line.

I prefer to receive a more complete & accurate guest list at a ***later date*** than to receive a ***guest list early*** that will require changes.

***Do not enter excel guest lists in all capital letters.*** If the file is submitted with the copy typed in all capital letters you will need to re-enter all the information & re-submit.

**Proof:**

**You will receive a color pdf proof prior to printing for your approval.** Please keep in mind that computer monitors differ in the various shades of colors they display so the final product may vary from what you see on your computer screen. Please allow 3 business days after all necessary information is received to receive your first proof.

**Shipping Charges:**

You may pick up your poster if local to Grand Rapids, MI area.

Posters that are printed to go into a frame are rolled & mailed FedEx in a mailing tube. Cost ranges from \$15 - \$25 depending on size & your location.

Posters that are mounted on foamboard & laminated are shipped FedEx. Cost ranges from \$20 - \$30 depending on size & your location.

Expedited shipping is available upon request. Please request a quote. Alaska, Hawaii & APO/FPO addresses are additional. Please request a shipping quote.

**Payment:**

50% Deposit is required before poster is created & balance due when poster is picked up or before it is shipped.

Cash or check is preferred. Credit cards are also accepted through PayPal (no PayPal account set-up is required by you, the customer)

Indicate payment method using:

\_\_\_\_\_ Cash – please call or email to setup a time for drop-off

\_\_\_\_\_ Check or Money Order – mail to address below

\_\_\_\_\_ PayPal – I have a PayPal account & will send approx 50% deposit to email address below

\_\_\_\_\_ PayPal – I have a PayPal account & would prefer to have Money Request emailed to me

\_\_\_\_\_ PayPal – I do not have a PayPal account so please email me a payment link  
No PayPal account set-up is required by you, the customer.

***Michigan Sales tax of 6% (unless you are out of state) & shipping (if necessary) will be added to the cost of the poster.***

Please enter any additional comments you feel would be helpful in designing your poster:

\_\_\_\_\_

If you did not place your wedding invitation order with The Invitation Place please indicate how you came to find The Invitation Place website:

\_\_\_\_\_

**Please Sign & Date** – typing your name will be accepted as an electronic signature

X \_\_\_\_\_ Date: \_\_\_\_\_