

**TYPEWRITER POETRY**  
**TERMS & CONDITIONS**

**Rate is \$175/hour.** Includes (one design, one side) up to 100 5x7 custom designed, hand lettered & illustrated, poetry cards and the typewritten poems to fill them! **Four hour minimum.**

**PAYMENT:**

To reserve your date, I ask for at least 50% of your total payment as a non-refundable retainer upon booking. The remainder of the payment is due two weeks prior to the event. In certain corporate circumstances, day of payment is accepted but must be agreed upon prior to contract. Upon reserving your event date, you will receive a Paypal invoice for the full fee. You may choose to either pay, at that time, just the 50% retainer *or* make a payment in full. Once you receive a receipt for your initial retainer payment, you have successfully booked my services!

If payment is not made in full initially, I will then send you a second invoice for the remaining amount 3 weeks before the event date, so you should have no problem issuing payment in full within 2 weeks of your event. Payment is expected in full 2 weeks prior to event. If you need to pay me the day of the event due to the way your organization works, please let me know when booking.

**DATE CHANGE:**

In the event of a change of date, I ask you to let me know as soon as you do. If the date of your event changes, and I am available, I will gladly reschedule your booking for a \$75 fee. I will do my best to make my schedule work around yours!

**If I am unable to accommodate your new date request, there are two options.**

One is that you forfeit your retainer (and 25% of your remaining payment in full if you have cancelled within one week of the booked event date. *Ex: you prepay in full \$600 and have to cancel one week before the event. In this case, you would have \$225 returned to you.*) In this case, if you would like to have your custom poetry cards sent to you (unused), I am happy to send them to you at no extra cost.

The other option is that I issue you a gift certificate for the amount you have paid, less 20%, to go towards my services at another time that works for us both (*ex: you prepaid \$700 and wish to reschedule at a later time unknown to you now. Your certificate will be issued for \$560.*) These gift certificates are non-transferable, and they hold no value beyond payment for my Typewriter Poetry services. If you have only paid your retainer, your gift certificate value must only represent at least half of your full future purchase (*ex: if your certificate is for \$350, your new booking must total at least \$700 (4 hours).*).

**If for some reason I must cancel, you will be refunded fully.**

**EXTRA HOURS:**

If you decide that you would like me to stay beyond the originally booked amount of time, and I am able to do so, I require payment upfront. I can accept cash as well as a variety of digital payment services, such as Venmo and Cash. I can also process a credit card through Paypal or Square. There is no proration for less than one hours service. The rate remains at \$175/hour.

**TYPEWRITER POETRY**

**TERMS & CONDITIONS (cont.)**

**TAXES:**

Tax is NOT included in the \$175/hour fee. Sales tax is not remitted on services like typewriter poetry in CT. However, this is subject to change dependent on the state where I am booked. If there is sales tax charged, it will appear as a separate line item on your invoice.

**TRAVEL:** The first 30 minutes from 06026 are included in the base rate. After that, travel rates are determined on a case by case basis, as there are times when my normal travel rates don't apply (*like when you fly me to Aruba!*). **In general, if I am traveling to you by car, I charge \$50 per hour of expected travel time.** I use Google Maps to determine the expected travel time. You will see this as a 'travel' line item on your invoice. (*ex: if you are 1.5 hours away from me, you will see a \$100 travel rate line on your invoice (remember the first 30 min. are included).*)

**CONTACT INFO:**

I ask for and require the contact information for the point person of the event. Especially in the case of personal celebrations, the person who books me is not necessarily the person I need to be bothering the day of the event! If you can please notify your point person of my participation in the day, as well as extend their contact information to me, it will make everything smooth as possible!

**MY PERSONAL GUARANTEE:**

I promise to create an exciting and unique experience and takeaway for you and your guests that will provide memories and physical keepsakes to be treasured long after the event ends. You have my guarantee that I will (*barring any unforeseen acts of nature or traffic!*) be early/on time and be ready to greet you and your guests with an engaging charm once they arrive. I need no help loading in or setting up, need no access to electricity, can bring my own table and chair if needed (not preferable, though!), and need little to no oversight once the event begins.

**FAIR ACCESS GUARANTEE:**

Any guests who do not receive a poem (due to time constraints) but wished they had will be given the chance to request a poem via email and have it sent to them within 2 weeks of the event date, either via e-mail or regular post. The poem will be typed on your event's custom card.

**POETRY CARD DESIGN**

**TERMS & CONDITIONS**

Design and production of a personalized, one-sided, 5x7 poetry card — onto which the poems will be typed — is included in the \$175/hour price. You will receive: up to 100 one-sided, personalized, full color cards printed on 140lb cardstock. **The design will include:** your name(s) / your company's or event's name, the date and location of your event, and one (1) spot illustration (max 2"x3"). **You will also receive:** one (1) revision and two (2) digital proofs.

Each additional fifty (50) cards printed will incur a \$15 charge.

**OTHER CARD OPTIONS:**

**For a double-sided 5x7 poetry card**, please add \$175 to the price. This includes up to three (3) hours of design work, one (1) revision, two (2) digital proofs, two (2) spot illustrations (max 2"x3"), and up to five (5) lines of text.

**For an 8x10 4-sided brochure**, please add \$175 to the price. This includes up to four (4) hours of design work, one (1) revision, two (2) digital proofs, up to four (4) spot illustration (max 2"x3"), one (1) border, and up to eight (8) lines text.

**If you would like a high-res PDF of your card**, you may purchase one for \$25. Your purchase gives you no rights to use the illustrations or hand-lettered words contained therein for any purpose other than personal use.

**OTHER ADD-ONS:**

Rounded corners: \$35 per 100 cards

PDF of Poetry Art Card: \$25

Over 100 cards: \$15 for each 50 extra

Poetry book: \$350 (*this is a PDF of a book of all the poems I typed at your event that you may distribute as you please. Great for corporate or community events.*)

**FREQUENTLY ASKED QUESTIONS:**

**How many poems can you type an hour?** In general, I can type between 6 and 8 poems per hour. That is poems, not people. Remember that if you will have couples in attendance, it is common for me to write ONE poem PER couple. So if your event is couple heavy, that 6-8 poems can serve up to 16 people per hour.

**Where are you located?** Near Bradley Airport in Connecticut.

**Can you bring your own table, tablecloth, and chair?** I can, but this needs to be addressed and agreed upon before the contract is signed :).

**What will you wear?** In general, I will wear something relatively formal, colorful, and with a lot of flair. If you have a dress code or theme that you would like me to meet, I am more than happy to discuss that and try my best to accommodate!

**What do you do when no one is at your table?** Well, this pretty much never happens. But if it does I will sit with a smile on my face awaiting your next guest!

**Do you need access to an outlet or electricity?** Nope! No electric needed. I do need adequate light to see the keys on my typewriter, but I have worked low-light parties with no issue.

***Will guests who don't choose to receive a poem still find value in your presence?*** Oh hell yes! Unlike a photo booth that generally has to be off to the side and enclosed, typewriter poetry creates a lovely scene that entices viewers of all kinds. It's a real novelty and people just love it!