

TYPEWRITER POETRY
TERMS & CONDITIONS

Rate is \$135/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 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. Upon reserving, you will receive a Paypal invoice for the full payment amount. 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.

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 \$600 and wish to reschedule at a later time unknown to you now. Your certificate will be issued for \$480.*) 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 \$300, your new booking must total at least \$600 (5 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 \$135/hour.

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TAXES:

Tax is NOT included in the \$135/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 20 miles from 06026 is included in the \$135/hr rate. After that, there is a .30¢ per mile travel charge. You will see this as a line item on your invoice.

TYPEWRITER POETRY**TERMS & CONDITIONS (cont.)****CONTACT INFO:**

I ask for the contact information for whomever the point person is for 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!

GUARANTEE:

I promise to create an exciting and unique experience and takeaway for you and your guests! Any guests who do not receive a poem, due to time constraints, 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.

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 \$135/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 \$10 charge.

For a double-sided 5x7 poetry card, please add \$75 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.

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For an 8x10 4-sided brochure, please add \$150 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 are available, such as:
Protective poly-bags: \$15 per four hours
Rounded corners: \$35 per 100 cards

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