

THIS IS IMPORTANT..

All our clients are required to accept the terms and conditions and complete the contract before proceeding with an order; this is to eliminate any misunderstandings between the two parties and in turn set's realistic expectations by yourself which will be met by Signify Collections.

We also encourage you to view our design process & production timeline so you know exactly when to expect your order.

All our love..

Super Team!

Walden



OUR
PROCESS.

THE PROCESS

01

SECURE THE BOOKING

Once you have contacted us and completed the questionnaire, you will be issued with a quote, once you are ready to proceed with the quote please pay 50% deposit and send the signed terms and conditions to info@signifycollections.co.za

02

DESIGN PROCESS

Only once the booking is confirmed the order is put into production. Closer to the time Signify collections will contact you for your final information. All information submitted to Signify Collections must be in word format. If you require the stationery to be in another language please submit it in the language chosen, we do not make use of a language translator therefore it is your responsibility to proof read and ensure there are no spelling errors and grammar errors.

Once the information is received, the designing phase will begin; the designer will send you proof artwork digitally based on your quote, questionnaire submitted and pictures submitted this will happen according to the production timeline.

Design proofs are only sent digitally.

One initial design will be sent based on your inspiration pictures, two revisions are allowed for the final roll out, should additional revisions be needed an additional cost will be incurred for the design fee thereof. Print proofs can be arranged at an additional cost with a lead time of 14 working days

AND THEN WHAT??

03

PRODUCTION TIMELINE

Final information submitted by client 4 weeks prior to the event or wedding.

Design proof sent for sign off within 2 weeks prior to the event or wedding (this may vary depending on peak season)

Final design sign off 7 days before the event or wedding - once the client has approved all designs and signed off no changes are permitted.

Collection - 1-2 days prior to the event
This may be adjusted based on the discretion of Signify Collections.

04

FINALIZATION

The final designs will be sent digitally and all stationery must be approved in writing no later than 7 working days prior to the date (non-negotiable).

Please triple check all spelling, names, format, details, dates, maps, colours etc.

No changes will be permitted once the designs have been approved by yourself and sent to the printers.

The artwork is required to be signed off 7 days prior to delivery/collection, should the artwork or final payment not be made in time- Signify Collections will not take responsibility should the items not be ready in time.

WHAT YOU NEED TO KNOW..

Stationery is not straight forward and there are many options available, we are more than willing to explain the various options available however we do not compromise on quality.

Costs may increase based on various factors- Signify Collections reserves the rights to charge additional fees or change the initial pricing given should the client makes numerous changes to the elements of design including, but not limited to; the overall design, the material changes, papers and finishes, added materials, printing methods therefore fee may adjusted during the design process and is payable with the final payment.

Design fees are charged per hour and as we are team of highly pedantic individuals we will work hours to ensure your product meets your expectations so please communicate clearly on what you would like so we can avoid unnecessary additional design fees.

Your finishing will be nothing short of perfection!

Signify Collections

important