



RENTAL & SERVICES AGREEMENT

This Design Service and Rental Agreement is between
LIFE IN LETTERS ("Provider") and _____ ("Client")

SECTION 1 SERVICES

1.1 SERVICES. Life in Letters will provide Client creative calligraphy services described in attached documents (including emails and invoices).

1.2 The Services shall be structured as follows:

(a) Client shall supply all wording and materials required 14 DAYS in advance of _____ (event date) Failure to do so may mean services are unable to be provided for the event. Wording at this time is final. This includes seating charts.

1.3 Starting in 2024 clients must agree to book day of signage services that amount to \$1,500 or more. Invitations are NOT included in this minimum.

1.4 Do not mix other artists' designs/signage, generic signage, or anything premade (such as Etsy designs, Hobby Lobby signs, or DIY signs/paper goods) with my work in your day of wedding signage. If this occurs Life in Letters may ask for additional compensation from the client. This INCLUDES menus and placecards.

1.5 INVITATIONS If a client decides to book Life in Letters for invitations a \$500 design fee will be required to be paid once first drafts from Life in Letters are sent to the client. This fee is still required to be paid even if the couple later decides to cancel the physical paper order. If the client continues through the entire invitation process this \$500 will be paid with the full invitation amount at the end.

1.6 PROOFS Proofs are not included for day of signage and are ONLY provided to the client for printed items such as menus, programs and invitations. Signage style will be based off these proofs if the client orders printed goods/invitations as well as any inspiration photos or descriptions the client chooses to send. Everything else is left to the discretion and expertise of the artist (LIFE IN LETTERS).

By hiring these calligraphy services you are agreeing that you trust the artist and have seen LIFE IN LETTERS' previous work and style. Please do not ask for proofs for non-printed items.

1.7 WORDING The client and LIFE IN LETTERS will share a google document that contains all final wording, colors, and details. LIFE IN LETTERS will use this document when creating signage. All spelling and wording MUST be correct and updated on this document by the client. If it's on the document it will be what LIFE IN LETTERS creates and she will not be responsible for any wording errors or miscommunication made by the client. Please do not send over wording or details via email unless it's a seating chart list (shared via Excel or Google sheets).

1.8 LATE ORDERS If a client chooses to add items to their order 14 days before their event or later, you may be asked to pay a rush fee or late cost since it can mean LIFE IN LETTERS has to rush order materials and create the extra time needed to fill the order outside the normal timeline.

1.9 CANCELLED ORDERS One month before the date the signage list and budget is set and final. Any removal of signage from the client's list after this point may not be possible and the client may still be asked to pay for the items as LIFE IN LETTERS has by this time ordered materials and budgeted time for the project.

SECTION 2 DISPLAY MATERIALS

2.1 RENTAL. To display Content, Client agrees to the rental of various signage, stands, and/or other materials ("Display Materials") as part of the Project Deliverables of this Agreement. All Materials can be picked up THREE DAYS before the event. All Display Materials must be returned in the condition provided, less standard wear and tear. Display Materials must be returned within FOUR DAYS of the event date. You will be asked to pay a 10% late fee if items are returned after the agreed upon date. Life in Letters is NOT responsible for pick-up or drop-off of Display Materials unless otherwise listed above and a delivery fee has been paid.

2.2 DAMAGE. Client shall be liable for all damage suffered to Display Materials outside of normal wear and tear. This includes scratches, breakage or other notable defects that would prohibit rental of Display Materials to future clients. Client agrees to reimburse Provider for damages incurred to Display Materials up to and including full replacement cost of the Display Materials. Client may inquire of Provider as to the replacement cost of all rented Display Materials prior to execution of this Agreement. Provider shall make all final determinations regarding damage amounts to Display Materials.

2.3 SHIPPING If the client requests LIFE IN LETTERS to ship their order they (LIFE IN LETTERS) is not held responsible for any broken or damaged items in the shipment, late or stolen deliveries, delivery errors made by the shipping company, or deliveries made to the wrong address if LIFE IN LETTERS is provided an incorrect address. All wording and details for shipped signage are due THREE-FOUR WEEKS before the wedding date to ensure LIFE IN LETTERS can ship and have the items arrive on time.

2.4 DELIVERY At the time of booking, LIFE IN LETTERS does not guarantee delivery to the client either on or before the wedding day. This is requested at the one month check-in and a quote for delivery is given at that time if LIFE IN LETTERS has availability. Delivery is separate from pickup which can be requested at that time as well.

SECTION 3 COMPENSATION

3.1 COMPENSATION. Client agrees to pay Provider the sum of _____ (amount determined with client one month before event date) in exchange for Services and Materials. (Can leave this blank at time of booking.) Final payment is due two weeks before the event date. Payments are made via Venmo @mckenna-villers or are sent an invoice via email. Paying the invoice via email does add a 5% card processing fee. LIFE IN LETTERS is not required to send an itemized breakdown of the order costs. The quote is updated in the shared Google Doc.

3.2 ADVANCE. Upon execution of this contract, Client shall remit to Provider a \$100 NON-REFUNDABLE booking fee ("Advance") that Provider will deduct from final service total. Full acceptance of this agreement by Provider will only occur upon receipt of the Advance. If however Life in Letters is unable to provide signage for your date due to maternity leave or a family emergency you will be refunded the \$100 deposit.

SECTION 4 COPYRIGHT

Clients do not have the right to print, copy, sell, or distribute any digital files, images, icons or projects designed by Life in Letters without consent.

SECTION 5 GENERAL

4.1 Binding Effect. This Agreement will be binding on the Parties.

4.2 Notices. All notices or other communications required or permitted by this Agreement shall be conducted via text, e-mail or phone.

4.3 PRIVACY Email should be the primary form of communication. Please do NOT call or text unless it's a wedding day emergency, we are coordinating a pickup or drop off, or have a scheduled design call. Thank you for respecting work hours and family/life boundaries.

McKenna Villers
Phone or Text: 541-914-2806
E-mail: mckenna@lifeinletters.info

4.4 Governing Law. This Agreement is governed by the laws of the State of Oregon.

Date Effective: _____ (Today's date)

Client

_____ (client signature)

Provider: Life in Letters

_____ (Provider signature)

CONTRACT SUMMARY (Please Read!!!)

1. Contract must be signed and non refundable booking fee paid to be considered booked
2. Wording is due 14 days before event
3. Don't mix other artists' work, generic signage or DIY signage items with the items I provide (this includes outside menus and placecards!)
4. In 2024 you must agree to order at least \$1,500 worth of signage or day of items
5. If doing invitations, once drafts have been sent you are asked to pay a \$500 design fee even if you end up cancelling the physical paper order later on
6. Rented items must be returned within three days of your event date or a late fee will be due
7. You are responsible for pick up/ drop off of items in Pleasant Hill, OR unless we have agreed upon a delivery date and return fee. Life in Letters cannot guarantee delivery until one month out from your date.
8. Any items returned broken, damaged, or missing you will be asked to monetarily replace
9. \$100 booking fee is non-refundable
10. Your final total will be determined at the one month check in and updated in the Google Doc. An itemized list will not be shared as each wedding is uniquely quoted based on materials/paint costs
11. You may be asked to pay a late fee for any last minute add-ons to your order
12. PLEASE Avoid texting or calling unless it's to arrange drop-offs/pickups or it's a wedding day emergency
13. Proofs are ONLY included for printed items and invitations. Please do not ask for them otherwise.
14. With one month before your date your list and budget is set and final. You may not cancel items after this point without compensation still being required as materials have been ordered
15. Life in Letters is not responsible for shipped items once they depart the shipping office and your tracking number has been sent to you