

Ann Vollum Calligraphy

important information

Contact

Please contact Ann with any questions and with details for a quote. A hand written sample is available on request.

E-MAIL: annvollum@verizon.net

TELEPHONE: 973 762 3343

Pricing

Prices vary according to envelope stock, and ink color. When matching colors, I will give you as close a match as possible to the sample provided. I do not edit for etiquette or accuracy in your list unless you request it, in this case there will be an additional charge. Allow 6-8 days for 100 envelopes. A non-refundable deposit of 25% is payable before work can begin on a job.

How to Present Your List

Please type your guest list to these specifications:

- IN A THREE LINE FORMAT

- FLUSH LEFT (*ALIGNED TO THE LEFT*)

- IN TWO COLUMNS USING UPPER AND LOWER CASE LETTERS

- NUMBER EACH PAGE AND EACH ITEM ON YOUR LIST

- DO NOT USE ANY ABBREVIATIONS

- ALL WORDS SPELLED OUT IN FULL

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Please e-mail the list to me. If you have additions to your list try and give them to me as a group rather than one at a time. Be careful to proofread your list as errors will be duplicated. Order 20% extra envelopes to cover corrections, changes, and additions.

OUTER ENVELOPE

- Mr. and Mrs. John Brown*
200 Tillou Road
South Orange, New Jersey 07079

INNER ENVELOPE

Mr. and Mrs. Brown
Simon and Mary

TABLE OR ESCORT CARDS

Please type your guest list to these specifications:

- IN TWO COLUMNS

- FLUSH LEFT (ALIGNED TO THE LEFT)

- IN NUMBERED ALPHABETICAL ORDER

Names will be centered on the envelopes.

ENVELOPE

- Mrs. Brown* OR
Mrs. John Brown

CARD

Table One OR
1 OR *One*



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PLACE OR SEATING CARDS

Please type your guest list to these specifications:

- IN ONE COLUMN

- FLUSH LEFT (*ALIGNED TO THE LEFT*)

- GROUP NAMES ACCORDING TO THE TABLE THEY ARE SEATED AT
AND IN CLOCKWISE ORDER AROUND THE TABLE

- NAMES SHOULD BE NUMBERED FROM **1** UPWARDS FOR EACH INDIVIDUAL TABLE

Names will be centered on the cards.

TABLE 1

1. *Mr. John Brown*



WEDDINGS · WEDDING VOWS · ANNIVERSARIES · BIRTH ANNOUNCEMENTS
BAT & BAR MITZVAHS · SPECIAL OCCASIONS · POEMS · QUOTATIONS · CORPORATE EVENTS

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about

*H*and calligraphy is beautiful as it contains subtle inconsistencies that give the lettering a personality and life of its own. By having a calligrapher address your envelopes you will make your invitations stand out, and your guests feel special. The envelope will set the tone for your wedding.

Choose from a variety of formal and informal scripts to personalize your envelope. Beautiful invitations should be complimented with beautiful envelopes.

About Ann

Ann Vollum brings her experience as an art director and artist to her calligraphy. Her clients appreciate the high level of service she gives them and her eye for detail. She can help you with your design or layout issues. Her organizational skills ensure that projects always run smoothly. If you need help managing your guest list or have etiquette questions she will answer them and advise you as to the correct form of address. Many clients have found this an invaluable service. Jobs are always finished on time and are carefully packaged. Ann's calligraphy always brings compliments from the guests. She started Ann Vollum Calligraphy in 2003 and has done work for both corporate and private clients. Ann is a member of the New York City Society of Scribes.

If you are interested in viewing Ann's art work please visit her blog at:
<http://beasties.tumblr.com>.

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A

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services

Services

Envelope Addressing

A variety of lettering styles are available.

Place or Escort Cards

Place or Escort Cards are an elegant way of letting each guest know at which table they will be seated.

Seating Cards

Seating Cards are placed at the table and let the guest know where to sit.

Table Numbers or Names

Table Numbers or Names add an elegant touch to your tables and identify them for your guests. They may be tented or flat, placed in stands or picture frames.

Wedding Vows

Wedding vows beautifully laid out and hand written in calligraphy make a special anniversary present.

Other

Menus, quotes, labels, gift tags, birth announcements, bat/bar mitzvahs, corporate events, special projects, flowers and other decorations, please ask.

Extra Services

Advising on etiquette, cross checking guest lists for inconsistencies and incorrect addresses. Packaging in alphabetical order and not strictly to list order. Pairing inner and outer envelopes together. This service helps decrease your stress.

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