

JOB PRINTING POLICIES

Billing and Scope of Design Services

If we are providing design services for your job, the design fee is included in your quote. This fee includes three rounds of proofs. Any further rounds of revisions will be billed at our hourly rate, \$75/hour.

Your Projects and Our Portfolio

You are the owner of the designs we produce for your job. Bowne & Co. reserves the right to use your project in our portfolio, to provide samples to clients, and to photograph for promotional purposes. We do not post photos of projects until any event dates have passed. Please let us know if you prefer to have your project withheld from promotion or your contact information blacked out to preserve your privacy.

Additional Envelopes

We provide a small quantity of extra envelopes with each job to account for hand-addressing errors. If you are working with a calligrapher, please let us know the additional quantity they will need (usually about 20% extra) by date of final proof approval.

Digital Envelope Addressing

If we are digitally addressing envelopes for your job, please submit your list of addresses in a Google Sheet. Each address should flow across the sheet with each line in its own column. Names, states, etc. should be formatted exactly how you would like them to appear in print (for example, "NY" vs "New York," "Apt." vs. "Apartment"). A complete, properly-formatted address sheet is required for production to begin.

Payment

We send electronic invoices using Square to collect deposits and pay final balance. We can also accept payment in person via cash, credit card, or Apple Pay. Sorry, we do not accept checks.

Delivery/Shipping

We do not coordinate with our own courier service, but you may send one to pick up your job during business hours. Please contact us to set up a time. We also ship completed jobs through USPS with the charges added to your invoice. Bowne & Co. is not responsible for lost or damaged packages.

Errors

If there are any errors in your order, please contact us within one week of project delivery. If we make an error, we will correct it at no charge as quickly as possible. If another party is responsible for the error, the job may be reprinted at a 20% discount.

Refunds and Cancellations

Due to the nature of our printing method, slight variations and irregularities are to be expected and refunds are handled on a case-by-case basis. Orders cancelled before going to print will be billed according to the costs incurred, which may include design time, labor, materials, and non-refundable deposit.



Bowne & Co. are 19th-century letterpress printers at the South Street Seaport Museum.