



# SAMPLES BOOKLET

[www.calligraphystudio.co.uk](http://www.calligraphystudio.co.uk) • [www.letteringstudio.co.uk](http://www.letteringstudio.co.uk)

The examples below illustrate historical styles. We can reproduce any calligraphy style of writing in any language.

Greek capitals, Greek, late IIc.

ΑΒΧΔΕΦΓΗΙΚΛΜΝΟΠΘΡΣΤΥΖ

Protothotic minuscule, England, late XIIc.

abcdefghijklmnopqrstuvxyz

Rustic capitals, Rome, late IIIc.

ΛΒCDEF GHI MNOP RSTVYZ

Gothic textura quadrata, France, XIIIc.

abcdefghijklmnopqrstuwxvz

Square capitals, Rome, late IVc.

ΛΒCDEF GHI LMNOP RSTVYZ

Schwabacher gothic, Germany, XIVc.

abcdefghijklmnopqrstuwxvz

New Roman cursive, Italy, IVc.

abcdefghijklmnopqrstuwxvz

Batarde gothic cursive, France XIVc.

abcdefghijklmnopqrstuwxvz

Half uncial, Italy, early VIc.

ΛΒCDEF GHI KLMNOP RSTVYZ

Rotunda gothic, Italy and Spain, XVc.

abcdefghijklmnopqrstuwxvz

Insular half uncial, England and Ireland, VIc.

αβcdefg m h o p r s t u x z

Litera antiqua, Italy, mid XVc.

abcdefghijklmnopqrstuwxvz

Uncial, Italy, VIIc.

ΛΒCDEF GHI KLMNOP RSTU VYZ

Humanistic cursive, Italy, XVIc.

abcdefghijklmnopqrstuwxvz

Precaroline minuscule, England, late VIIc.

abcdefghijklmnopqrstuwxvz

Copperplate hand, England, XVIIc.

abcdefghijklmnopqrstuwxvz

Caroline minuscule, France, VIIIc.

abcdefghijklmnopqrstuwxvz

Foundational hand, XIXc.

abcdefghijklmnopqrstuwxvz

English Caroline minuscule, England, mid XIc.

abcdefghijklmnopqrstuwxvz

Formal italic hand, XXc.

abcdefghijklmnopqrstuwxvz

The examples below illustrate our ITALIC styles. We can offer formal as well as informal variation of the hand.

① Ms Elizabeth Sample

1. Formal Italic

② Ms Elizabeth Sample

2. Informal Italic

③ Ms Elizabeth Sample

+5%  
3. Semi-Flourished Italic

④ Ms Elizabeth Sample

+10%  
4. Flourished Italic

⑥ Ms Elizabeth Sample

⑦ Ms Elizabeth Sample

+15%  
6-7. Flourished Variations Italic

⑤ Ms Elizabeth Sample

+5%  
7. Stretched Italic Variations

⑧ Ms Elizabeth Sample

-5%  
8. Modern Italic

⑨ Ms Elizabeth Sample

-10%  
9. Cursive Italic with Handwriting Nib

A B C D E F G H I J K L M N O

P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p q r s t u v w x y x y z

The examples below illustrate our COPPERPLATE styles. We can offer formal as well as informal variation of the hand.

10 Ms Elizabeth Sample

10. Formal Copperplate

11 Ms Elizabeth Sample

11. Informal Copperplate

12 Ms Elizabeth Sample

+5%  
12. Semi-Flourished Copperplate

13 Ms Elizabeth Sample

+10%  
13. Flourished Copperplate

14 Ms Elizabeth Sample

+5%  
14. Stretched Copperplate Variations

15 Ms Elizabeth Sample

15. Spencerian

16 Ms Elizabeth Sample

+5%  
16. Semi-Flourished Spencerian

17 Ms Elizabeth Sample

+10%  
17. Flourished Spencerian

18 Ms Elizabeth Sample

+5%  
18. Modern Copperplate

abcdefghijklmnopqrstuvwxyz

The examples below illustrate our Bespoke styles.

19 MS ELIZABETH SAMPLE

+5%  
19. Roman Capitals

20 Ms Elizabeth Sample

+5%  
20. Foundational Hand

21 MS ELIZABETH sample

+5%  
21. Uncial Hand

22 Ms Elisabeth Sample

+10%  
22. Modern Brush

23 MS ELIZABETH SAMPLE

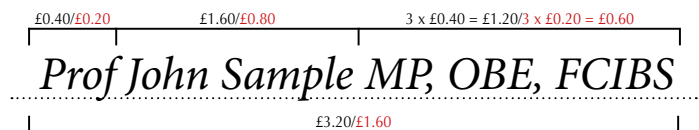
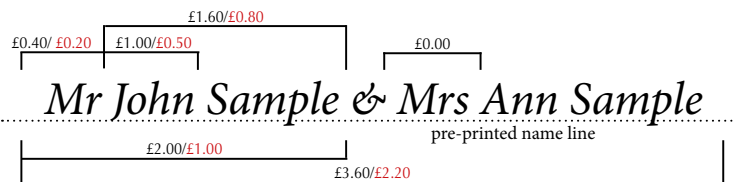
23. Modern Hand Capitals

24 Ms Elizabeth Sample


-5%  
24. Modern Hand

## HOW TO CALCULATE YOUR ORDER


Bespoke Calligraphy styles/Handwriting styles




The examples below represent Bespoke Calligraphy and Handwriting styles in actual size and show pricing depending on the size of the writing.




2mm *Text size* *Text size* *Text size* *Text size*  
STATIONERY, Extra small size +10%




2.5mm *Text size* 24 *text size* 25 *text size* *Text size*



3mm *Text size* 26 *text size* *Text size*  
STATIONERY, Standard size and price



4mm *Text size* 18 *text size* *Text size*  
STATIONERY, Large size +10%



5mm *Text size* 22 *Text* *Text size*



6mm *Text size* *Text size*  
CERTIFICATES, Standard size and price



8mm *Text* *Text size*  
CERTIFICATES, Large size +10%



10mm *Text* *Text size*



12mm *Text* *Text*  
Table name size



17mm *Text* 22 *Text*  
Table name, extra large size +£1.00 per letter



24mm *Text*  
Poster size +£2.50 per letter

The examples below illustrate our HANDWRITING styles.

25 Ms Elizabeth Sample

-50%  
25. Light Handwriting style

26 Ms Elizabeth Sample

-50%  
26. Regular Handwriting style

PRINTWRITING FONTS

The examples below illustrate our PRINTWRITING fonts.

TYPOGRAPHIC EXAMPLES

-50%

A Doctor William Sample

B Doctor William Sample

C Doctor William Sample

D Doctor William Sample

E Doctor William Sample

F Doctor William Sample

G Doctor William Sample

CALLIGRAPHIC EXAMPLES

-50%

H Doctor William Sample

I Doctor William Sample

J Doctor William Sample

K Doctor William Sample

L Doctor William Sample

M William Sample

N William Sample



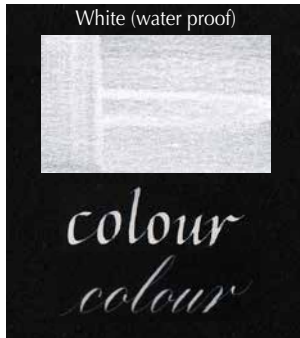
Bespoke, hand written calligraphy colour options. All colours are usually matt rather than glossy. All inks and colours (for exception of bleed proof white) are light- and waterproof (after 24 hours of drying) on paper.

Black (warm)



*colour*  
*colour*

White (water proof)



*colour*  
*colour*

Gold (yellow)



*colour*  
*colour*

Gold (red)



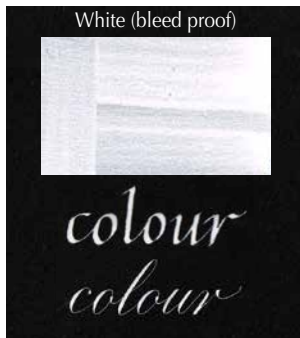
*colour*  
*colour*

Black (cold)



*colour*  
*colour*

White (bleed proof)



*colour*  
*colour*

Gold (yellow)



*colour*  
*colour*

Gold (red)



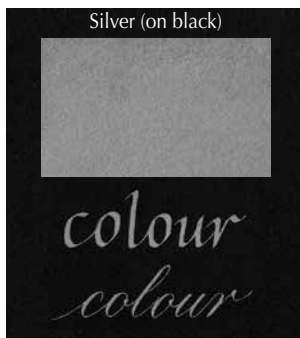
*colour*  
*colour*

Silver



*colour*  
*colour*

Silver (on black)



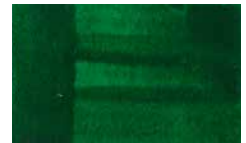
*colour*  
*colour*

Chrome Yellow



*colour*  
*colour*

Forest Green



*colour*  
*colour*

Japanese Red



*colour*  
*colour*

Vermillion



*colour*  
*colour*

Wine Red



*colour*  
*colour*

Red Ochre



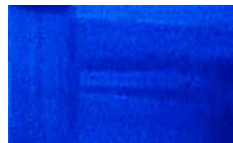
*colour*  
*colour*

Sapphire blue



*colour*  
*colour*

Ultramarine



*colour*  
*colour*

Indigo



*colour*  
*colour*

Purple



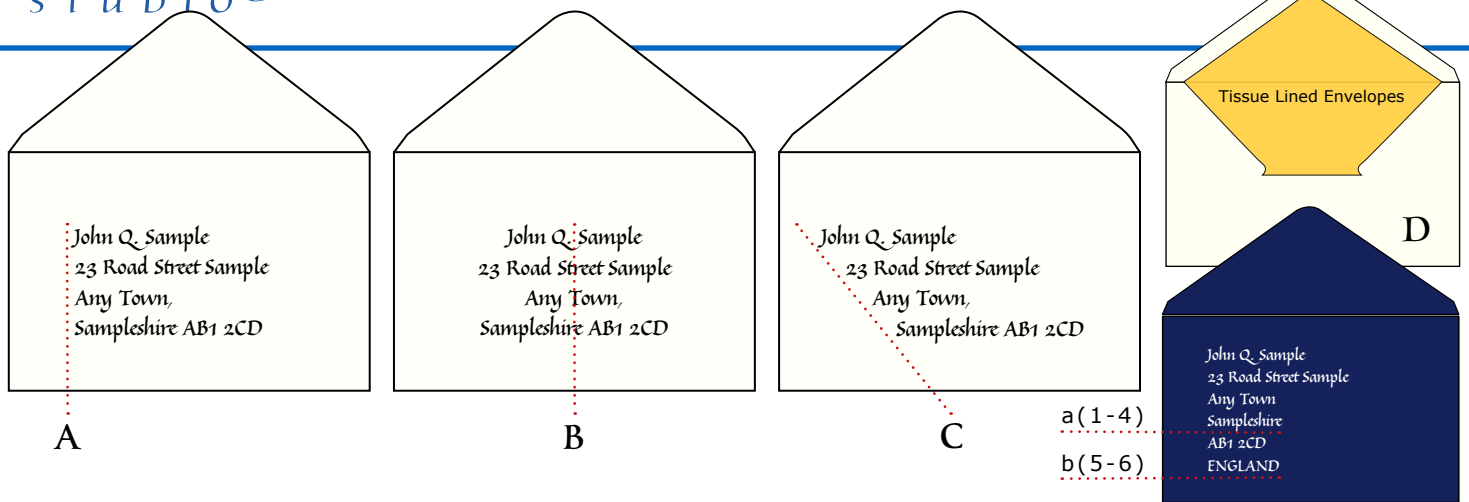
*colour*  
*colour*

Colour tests can be done on your stationery and usually are done in three colours of your choice. Custom colours may result in extra charge.



## PRICE LIST

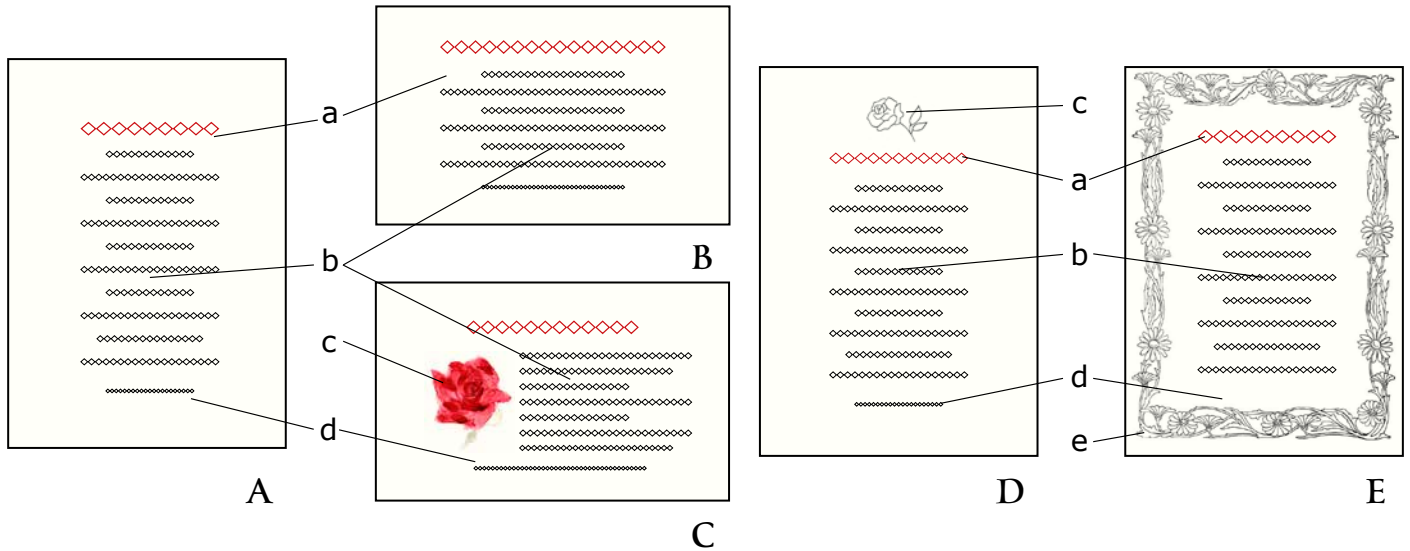
<b>EVENT STATIONERY*</b>	One handwritten full name / Full date (day month year) Single handwritten word Single handwritten number/letter All titles on single unit (up to 4 letters titles, titles over 4 letters are counted as words) Extra hand written word Envelope up to 4 hand written lines or up to 10 words Extra hand written address line Table number, extra large size Table name, extra large size Writing in custom style (to resemble client's samples)	£1.80 (£0.90 per word) £1.10 £0.35 £0.45 each £0.90 per word £4.50 £1.25 each £2.00 per digit £6.00 per word £75.00 per commission
<b>BLANK STATIONERY</b>	Place cards, in several sizes, white or ivory Envelopes**	£0.30 each from £1.50
	*Adding and erasing a pencil line to unlined stationery will incur a £0.25 charge per item. **We can offer a very limited amount of envelopes.	
<b>CERTIFICATES</b>	Full handwritten name / Full date (day month year) Single handwritten name or word All titles on single unit (up to 4 letters titles, titles over 4 letters are counted as words) Any additional wording	£2.50 (£1.25 per word) £1.50 £0.60 each £1.25 (per word)
<b>TEXT DESIGN</b>	<i>Poems, letters, quotations, dedications, including book dedications, menus, commemorative text, fully hand written invitations, certificates etc. Please note that these prices are approximate as prices vary depending on the size, colour and degree of ornamentation of the text*.</i>	
	Each handwritten word for panels starts from Each hand drawn letter starts from Producing high resolution PDF suitable for printing starts from Hand drawn illustration starts from Decorative borders start from Printed and mounted computer generated panel	£1.20 £1.50 £60.00 £50.00 £80.00 £100.00
	*The artwork will be supplied as PDF, JPEG, or a hardcopy. Designs are supplied with 3 options and include 2 free updates.	
<b>LETTERING DESIGN</b>	<i>Unique artwork such as logos, monograms and fonts.</i>	
	Minimum charge for any lettering design work Each additional element from Additional modifications to the design EPS starts from	£100.00 (per word) £30.00 £60.00 each modification £60.00
<b>FAMILY TREE</b>	<i>To commission a family tree we require a digital draft version to ensure an accurate quote and to offer the best design options. These are available from many free websites such as www.geni.com or www.familyecho.com.</i>	
	Family tree rough design minimum charge One handwritten full name Year (up to 4 digits)/extra word Full date of birth or death (day month year) Marriage symbols and dates Simple linear family tree graphics starts from Hand drawn illustration starts from High resolution digital version of family tree starts from Printed family tree from Calligraphic original	£100.00 £2.30 £1.15 £1.80 £0.50 each £50.00 £50.00 £60.00 £100.00
	<i>Extra text, headings, illustrations and gilding will all incur an extra charge.</i>	
<b>MATERIALS</b>	<i>We have a stock of good quality handmade paper, vellum and parchment.</i>	
	Double mount starts from Manuscript quality parchment or vellum starts from Shell, transfer or loose real gold leaf starts from Colours to match particular colour tone	£35.00 £75.00/200.00 £1.50 extra per letter £75.00 per commission
<b>EXTRAS</b>	Minimum charge (returning clients) On site calligraphy service Face to face meeting with client out of the Studio** Private one to one teaching or personal mentoring lessons Urgent last minute order charge (same day) Staffing and sealing envelopes (Studio does not provide stamps) Travel outside of London charge Supplemental order administration charge per order**** Supplemental design consultation/additional enquiry charge Weekend Commission: public holidays/bank holiday	£60.00 (£40.00) £80.00 per hour* £50.00 per hour £80.00 per hour*** £75.00 per commission £1.50 per envelope £50.00 per hour £20.00 +names/units £50.00 per hour (pro rata) from +30%
<b>DELIVERY/ COLLECTION SERVICE</b>	Courier in Greater London area (same day delivery) starts from Royal Mail special delivery (next day service) starts from Recorded Delivery starts from Collection and delivery from/to the Studio**	starts from £30.00 starts from £15.00 starts from £10.00 Free
	* 3 hours is a minimum charge (£240.00), plus travel cost (London travel card). ** The dates and the time have to be arranged with the Studio. *** 2-hours is a minimum length per lesson. **** Ongoing commission after first collection: Additional names/corrections/amendments	
<b>TERMS AND CONDITIONS</b>	All data is treated confidentially by Calligraphy Studio staff and is normally destroyed after payment of the invoice. We are happy to sign a confidentiality agreement. All work done by Studio may be photographed and may appear on our websites. Download full T&C <a href="http://www.calligraphystudio.co.uk/commissions_terms.php">www.calligraphystudio.co.uk/commissions_terms.php</a>	



Address layouts on envelopes: A – left aligned layout, B – centered layout, C – diagonal layout, D – lined (tissue, foil and etc) envelope<sup>†</sup>, E – dark envelopes<sup>†</sup>; a – four first lines, b – extra lines<sup>††</sup>.

<sup>†</sup>Before writing envelop is pencil lined and after writing lines are erased. <sup>††</sup>Extra charge.

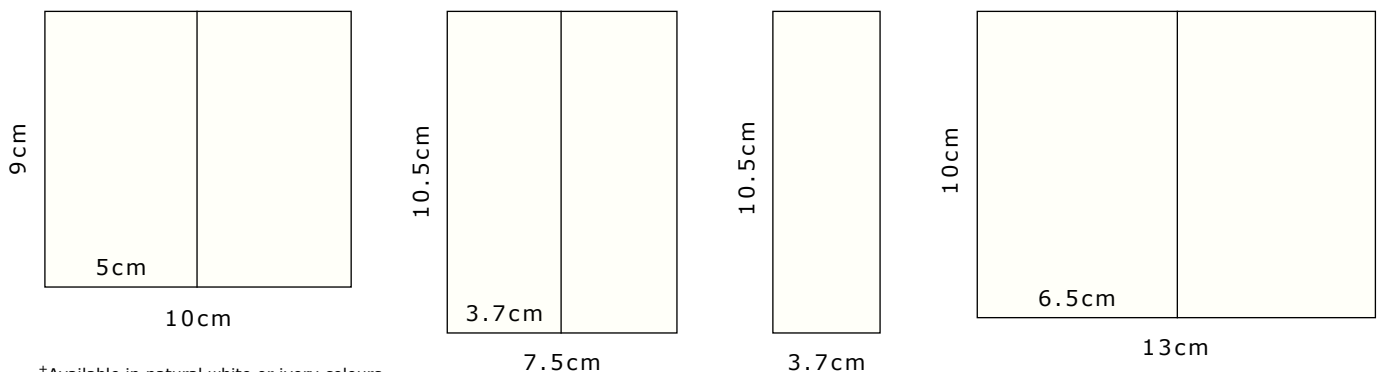
CALLIGRAPHY PANELS



Simple poem layouts<sup>†</sup>: A – centered vertical layout, B – centered horizontal layout, C – off centered horizontal layout with illustration, D – centered vertical layout with illustration, E – centered vertical layout with decorative border, a – heading, b – body of text, c – illustration, d – credits, e – decorative border

<sup>†</sup>There are many other layout possibilities, incorporating different weights and sizes of text and illustration. Layout is very creative area of calligraphic design.

PLACE CARDS PROVIDED BY THE STUDIO<sup>†</sup>



<sup>†</sup>Available in natural white or ivory colours.

SITUATION	OUTSIDE ENVELOPE	INVITATION
	Children's names are always listed in descending order by age	
Married Couple	Mr & Mrs Ruskin	Mr & Mrs Ruskin
Married Couple with children under the age of 18	Mr & Mrs Ruskin	Mr & Mrs Ruskin Joseph, David and Simon
A son and daughter over 18 living at home receive a separate invitation	Miss Helena Richardson Miss Richardson	Mr John Richardson Mr Richardson
Married Couple - wife uses maiden name	Ms Susan Howard & Mr Christopher White	Ms Howard & Mr White
Unmarried couple living together	Miss (or Ms) Susan Howard Miss (or Ms) Howard	Mr Christopher White Mr White
Divorced woman	Mrs Susan Howard or Ms Susan Howard	Mrs Howard or Ms Howard
Divorced woman using maiden name	Ms Susan Watkins	Ms Watkins
Widow	Mrs Susan Howard	Mrs Howard
Single woman	Miss or Ms Susan Howard	Miss or Ms Howard
...and guest	Miss or Ms Susan Howard	Miss or Ms. Howard & escort or guest
Single man	Mr Stephen Ward	Mr Ward
...and guest	Mr Stephen Ward	Mr Ward and guest
Husband is a doctor	Doctor & Mrs Thomas Ruskin	Doctor & Mrs Ruskin
Both doctors	Doctor Christopher White & Doctor Susan White or The Doctors White or Doctor & Mrs Christopher White	The Doctors White or Dr & Mrs White
Wife is a doctor	Doctor Susan White & Mr Christopher White or Mr & Mrs Christopher White	Doctor White & Mr White or Mr & Mrs White
Lord and Lady	Lord and Lady Windsor	Lord Frederick Windsor & Lady Sophie Windsor

Terms and conditions are governed by the laws of England and Wales and you hereby consent to the exclusive jurisdiction of the English courts. Each of the clauses of these terms and conditions shall be construed independently of each other and the invalidity of any one part shall not affect the validity of any other.

These terms of Calligraphy Studio are set out to confirm that both parties understand the work/tasks to be carried out, the costs involved, the time scale set for payments and the issues regarding client property. The agreed work to be carried out on the job can be confirmed by email or post. All assignments and client contact details are treated as strictly confidential. Calligraphy studio will never intentionally divulge, disclose or communicate client information.

Your name, address, email address, and order history will be stored by Calligraphy studio. We reserve the right to contact you by email on matters concerning your orders. We reserve the right to show images of all our work online, in our promotional literature and in press features.

The Calligraphy studio has used all reasonable endeavors to ensure that information provided through this website is accurate. However we accept no liability for any inaccuracies, errors or omissions through technical or other reasons. We reserve the right at any time and without prior notice to change these terms and conditions and to make changes and corrections in the website. With using the website following any such change you will be deemed to have accepted such change.

Charging Calligraphy Studio's standard hourly rates apply to tasks carried out from client premises. The hourly rate is billed in increments of 1 hour, with time rounded up to the nearest hour plus calligraphy work. All travel costs and all other expenses will be charged separately. Some examples can be produced free of charge if that mentioned by the Studio. Any time taken carrying out work experimentally at the client's request, or discussing an assignment in detail shall be charged at the standard hourly rate. Prices are determined by reference to Calligraphy studio price list quoted on the Charging Calligraphy Studio's standard hourly rates apply to tasks carried website, which we can change at any time and without notice in the case of an error. Emailing and internet research incur no telephone charges. Please contact Calligraphy Studio if you have any queries regarding pricing.

### Estimates

A confirmation accepting the terms and conditions are required before any work can commence. Estimates are provided on request. The Studio's calligraphy fee structure ensures that clients only pay for the writing (plus any expenses). There is a minimum charge for one hour of calligraphy work. Therefore, estimates as opposed to quotations are provided. If the client's original requirements change, we reserve the right to amend the original estimate.

### Email attachment

Due to computer viruses, all incoming emails will be scanned. However, we may still not open unsolicited attachments to emails or emails that look suspicious by being from an unrecognized sender, have no subject heading or contain no message alongside an attachment.

### Invoices

Payment terms are 30 days from date of invoice. Minimum invoice amount is for one hour at the standard hourly rate. Invoices are included with returned work or sent by email. (Clients must ensure they have provided a valid email address that is checked regularly). Should work be suspended or delayed through any default of the customer, Calligraphy studio shall be entitled to payment for the work carried out and expenses incurred. Additional items added after your order has been dispatched will incur an administration fee of £5 in addition to the cost of the item. The calligraphy Studio can sometimes offer an express service for urgent items or jobs requiring an exceptionally fast turnaround. These orders will incur a fee of £50 in addition to the cost of the order. Private commissions must be paid for on completion of the work.

### Payment

Payments are by bank transfer, cash or online with a debit or credit card through PayPal (online payments via PayPal will incur an additional 4% charge). We do not accept cheques. You can make a payment using your on-line banking service or pay for your order using your Credit/Debit card online via PayPal. You do not need to be a registered PayPal customer to use the PayPal secure online payment system. Terms and conditions relating to the PayPal facility can be found at [www.paypal.co.uk](http://www.paypal.co.uk). Delay in payment may incur a minimum statutory late payment charge of £40.00 being added to the debt, along with 12.5% statutory interest charge plus any legal cost incurred, as per "The Late Payment of commercial debts (Interest) Act 1998".

### Tax Charges

Calligraphy Studio is not registered for VAT and therefore no tax is payable.

### Guarantee

We guarantee your satisfaction. Calligraphy Studio has a policy of 30-day money back guarantee. If a customer is not satisfied with our final work for any reason, there will be a complete refund on return of the work.

### Spell checking

Final spell checking of all work supplied is the responsibility of the client. Calligraphy Studio must be notified of any mistakes within 7 days of receipt of completed work. Amendments or alterations, as requested by the client, will be charged at the standard hourly rate. Mistakes generated by the Studio will be corrected free of charge.

### Client Responsibility

The accuracy of all data submitted to Calligraphy Studio is the clients responsibility. Additional charges shall be made for any additional alterations/corrections that are required as a result of alterations required by the customer. When style, or layout is left to the Calligraphy Studio's discretion, any subsequent changes to such style, type or layout required by the customer shall be subject to additional charges on a time and materials basis. Where any additional work of whatever nature is necessary as a result of copy supplied by a customer not being clear and/or legible, the Calligraphy Studio shall be entitled to make additional charges on a time and materials basis to cover such additional work. Orders can be cancelled at any time up to the completion of the job. However the client will be liable for payment of work that has been carried out up to that point.

### Receipt of calligraphy work

You shall examine all items you ordered and received, within 7 days of delivery notify Calligraphy studio in writing of any apparent defect, shortage or damage. In default of such written notification, Calligraphy studio shall be deemed conclusively to have properly performed all obligations in relation to the purchase. In the event of a claim, settlement will be limited to the value of the goods defectively produced and will in no way extend to consequential loss, however caused.

### Ownership

Ownership of your order shall not pass to you until payment in full has been received for the price of your order. Until such time as the ownership of items ordered passes to you, Calligraphy Studio shall be entitled to ask you to return your order to us.

### Delivery

Calligraphy Studio can organize a same day delivery by courier, greater London area starting at £10.00 Royal Mail postage will be charged at cost obtain dated receipts. We charge extra for packing. Calligraphy Studio accepts no responsibility for calligraphy work lost, damaged or delayed in the post. All orders valued £50.00 and over are posted 'Recorded Delivery'.

### Overseas orders

If you are outside the UK, we will ship to all over the world. Payment can only be made by Paypal before delivery. Shipping will be sent 'signed for'.

### Recycled packing

Calligraphy Studio recycle packaging received by clients, such as boxes, padded bags, packing materials etc. It is only done with completely clean products and will not affect the items sent in it. Re-using and recycling are standard practice in the studio.

### Please Note

Due to the nature of the calligraphy product being individually handmade, slight variations are to be expected. The Customer accepts that no two writing are identical and these variations will not be seen as faulty. Also note we do not insure for actual, timely and safe delivery of calligraphy work although we make every effort to ensure calligraphy work is appropriately packed and protected. If you require your order to be insured please ask and we will advise cost prior to posting.

### Copyright

All contents of this website are Copyright © Calligraphy Studio and all rights reserved. You acknowledge that the content of this website includes but not limited to information, text and images which are provided by The Calligraphy studio. You understand, agree and accept that your use of the content of the Calligraphy Studio website shall be governed and constrained by applicable copyright and intellectual property laws. You may not copy, adapt, modify, reproduce, publish or in any other way exploit any of the content in whole or in part.

PLEASE READ CAREFULLY, YOU MUST AGREE TO THESE TERMS AND CONDITIONS.