

Dear Fellow Stationery Lover:

We’re so excited you’ve decided to carry our Classic Correspondence collection. Please take some time to review this letter, as well as all of the enclosed information. If you have any questions about the collection after reviewing these materials, please don’t hesitate to reach out. It’s important to us that you are familiar and comfortable with every aspect of this collection and we’re always glad to help!

Once you unpack this box you will have all of the items that comprise the Classic Correspondence collection:

* One Classic Correspondence binder, which contains a variety of designs showing all of the paper and envelope color options. You’ll find your pricing and ordering information on the last pages of the album. Please note the first page, which has important information about suggested ink colors.
* A pack of loose samples for your customers to touch and feel. Please note, because we want to provide you with a wide array of actual samples, we don’t track the specific samples you have received. If you’d like us to replicate a sample, please simply send in a photo or scan of it along with your order.

Placing Your First Order

* Ready to place your first order? Yippee! First of all, make sure you have the correct order form – it says “Classic Correspondence” in the top right corner. Don’t have a copy? Visit our website (see ‘Important Links’ below) to download one.
* Please be absolutely, positively sure your order form contains your store name, location, and email address! We use the email address supplied here to send proofs and shipping confirmation. Also be sure to indicate if we are shipping to you or drop shipping to your client. (Don’t worry, we won’t include an invoice with a drop ship.)
* Sounds obvious, but please fill out each section of the order form – quantity, paper color, envelope color, print method, and ink and/or foil color, etc.– and be sure to write legibly. If you’re missing something, it delays processing your order since we have to reach out to you before proofing.
* Once your order form is filled out completely, scan and email it in to proofs@hautepapier.com or fax it to 866.539.4055. You will get an email confirmation that we have received your order. If you don’t get this within a few (business) hours after submitting, please give us a call.
* 24 to 48 hours after submitting your order form, you’ll receive (complimentary!) proofs. These will be emailed to the address indicated on the order form. We only accept approvals and changes in writing, so please email back with your approval or any required changes. We’ll send you an email confirmation to let you know that we got your response. Again, if you don’t get a confirmation within a few (business) hours, give us a call or follow up via email.
* Did you request proof changes? You will receive a new proof in 24 to 48 hours. Please note, we charge a $7.50 fee for proof changes. We *cannot* accept ‘approvals with changes’ – sorry! No matter how small the tweak might seem we have to have you see, and approve, a new proof. This helps prevent errors, keeping everyone happy. If an error occurred on our part of course we will not charge you this proof fee.
* Proof approved? Great! From the final proof approval, it will be 10 to 14 business days of production before your order ships out from our studio in Arlington, VA. You will get an email when it ships including tracking info.

Important Links:

* If you haven’t yet, we invite you to peruse the wholesale side of our website. Visit www.hautepapier.com and choose Wholesale > Current Vendor. Your password is “letterpresslove” (all lowercase, all one word) There you’ll find downloadable order forms, photos for marketing purposes, and a copy of this letter for your reference.
* All of our fonts, monograms, and motifs are available in galleries on our website, should you need to access them on the go:

Monogram Gallery: [www.hautepapier.com/monograms](http://www.hautepapier.com/monograms) Motif Gallery: [www.hautepapier.com/motifs](http://www.hautepapier.com/motifs)

Block Font Gallery: [www.hautepapier.com/block-fonts](http://www.hautepapier.com/block-fonts) Liner Gallery: [www.hautepapier.com/liners](http://www.hautepapier.com/liners)

Script Font Gallery: [www.hautepapier.com/script-fonts](http://www.hautepapier.com/script-fonts)

Paper/Envelope Colors: [www.hautepapier.squarespace.com/c-corr-paper-colors](http://www.hautepapier.squarespace.com/c-corr-paper-colors)

Again, if you have any questions after reviewing this letter and the enclosed paperwork (or maybe you just want to say hi!) please give us a call at 866.740.4222. We love to keep up with your stores and see what’s happening; we’re @hautepapier on social media if you want to see what’s new in the studio. Tag us in your posts so we can share the love and stay in touch!

We look forward to working with you!



and the Haute Papier team