

ASSEMBLY + MAILING CONTRACT TERMS

For any questions regarding the policies please contact printshop.mia@gmail.com

OVERVIEW

Mia's Print Shop takes great care in designing, producing, assembling, and preparing each invitation suite. Because mailing involves an independent third-party carrier (USPS), this section outlines the responsibilities of Mia's Print Shop, USPS, and the Client throughout the mailing process.

By selecting invitation assembly and/or mailing services through Mia's Print Shop, Client acknowledges and agrees to the terms outlined in this contract.

MAILING SERVICE OPTIONS

Client may choose one of the following options:

Option 1: Mia's Print Shop Mailing Service

Mia's Print Shop will assemble the invitation suites and submit them to USPS on the Client's behalf.

Option 2: Client-Managed Mailing

Mia's Print Shop will complete the invitation assembly, and Client will receive the completed invitation suites to personally submit to USPS for weighing, postage determination, and mailing.

Client understands that each option carries different responsibilities as outlined in this contract.

DESIGN & SPECIALTY MATERIALS

Client acknowledges that wedding invitations and specialty stationery may contain materials that require additional handling by USPS.

Specialty elements, including but not limited to materials, finishes, design features, and upgrades selected through The Elevated Experience, may impact the weight, thickness, rigidity, or machine compatibility of the final mailing piece.

Client understands that these design selections are made at the Client's request and that USPS ultimately determines how each mail piece is classified, processed, and handled.

While Mia's Print Shop will provide guidance based on current USPS requirements, prior experience, and available information at the time of mailing, Client acknowledges that USPS regulations, postage rates, and processing requirements are subject to change at any time and may change without notice. USPS maintains sole authority over final mailing requirements, postage determinations, and processing decisions.

USPS POSTAGE & PROCESSING

USPS postage requirements, rates, processing standards, and acceptance procedures are determined solely by USPS and are subject to change without notice.

Client acknowledges that USPS facilities may operate differently depending on location, staffing, equipment, processing volume, local procedures, and current USPS guidelines.

Different USPS locations such as metropolitan, suburban, and rural facilities, may have different processing procedures, interpretations of USPS requirements, and postage assessments.

Postage requirements may vary based on, but are not limited to:

- USPS location reviewing the mail piece
- Current USPS rates and regulations
- Available sorting equipment and Machine calibration
- Envelope type
- Thickness, rigidity, or number of inserts
- Specialty materials
- How USPS classifies the mail piece at the time of acceptance

Mia's Print Shop does not guarantee that different USPS locations will provide identical postage assessments, processing decisions, or delivery outcomes outlined in this contract.

ADDRESS ACCURACY & CLIENT RESPONSIBILITIES

Client is solely responsible for providing complete and accurate mailing information.

Mia's Print Shop is not responsible for returned, delayed, or undelivered mail resulting from:

- Incorrect addresses
- Missing apartment or unit numbers
- Recipient relocation
- Forwarding issues
- Incorrect guest information
- Recipient mailbox issues
- Changes made after approval

Client is responsible for reviewing and approving all mailing information prior to mailing.



MIA CLUNE
LUXURY CUSTOM STATIONERY DESIGNER
www.miasprintshop.com
printshop.mia@gmail.com

ASSEMBLY + MAILING CONTRACT TERMS

For any questions regarding the policies please contact printshop.mia@gmail.com

IF CHOOSES MIA'S PRINT SHOP TO COMPLETE MAILING

If Client selects Mia's Print Shop Mailing Service, Mia's Print Shop will complete reasonable due diligence by preparing the invitation suites according to USPS requirements available at the time of mailing.

Prior to mailing, invitation suites will be brought to an authorized USPS location or distribution facility for review, weighing, postage determination, and acceptance.

Once USPS accepts the invitation suites and they leave the possession of Mia's Print Shop, responsibility for processing, transportation, delivery, delays, loss, damage, returned mail, postage reassessments, or other carrier-related issues transfers to USPS and the Client.

Mia's Print Shop is not responsible for:

- USPS delays
- Lost or damaged mail
- Misrouted mail
- Returned invitations
- Undeliverable mail
- Incorrect delivery
- USPS postage adjustments after acceptance
- Additional postage requests
- Processing decisions made by USPS facilities after acceptance

While Mia's Print Shop takes every reasonable precaution to prepare invitation suites correctly, successful delivery of every mailed piece cannot be guaranteed. outlined in this contract.

FINAL APPROVAL & MAILING

Before production and/or mailing begins, Client confirms approval of:

- Final invitation design
- Materials selected
- Quantity ordered
- Recipient information
- Mailing format
- Additional upgrades and enhancements

Once approval is provided, any requested changes, corrections, or replacements resulting from Client-requested modifications may be subject to additional fees.

IF CLIENT CHOOSES TO COMPLETE MAILING THEMSELVES

If Client chooses to mail, the client assumes full responsibility for USPS acceptance, postage determination, mailing requirements, and delivery after receiving the completed invitation suites.

Client understands that any postage estimates, prior discussions, or previous mailing experiences are not guarantees of the final postage amount USPS may require.

Any additional postage, fees, surcharges, classifications, or adjustments required by USPS at the time of mailing will be the sole responsibility of the Client.

Mia's Print Shop is not responsible for:

- Differences in postage requirements between USPS locations
- Additional postage assessed by USPS
- Mail pieces rejected, reclassified, or delayed by USPS
- Delivery issues after Client submits invitations
- USPS handling decisions
- Any mailing choices made by Client

Choosing to personally mail invitations allows Client direct involvement and control over the mailing process but does not guarantee delivery or prevent USPS-related issues.

MAILING TIMELINE & EVENT DATE

Client understands that USPS delivery timelines cannot be guaranteed.

Mia's Print Shop is not responsible for RSVP delays, guest communication issues, or event-related consequences resulting from USPS delays, loss, damage, returned mail, or nondelivery.

Client is responsible for allowing sufficient production and mailing time prior to their event date.

THIRD-PARTY VENDOR DISCLAIMER

Mia's Print Shop works with independent third-party vendors and carriers, including but not limited to USPS, shipping providers, and specialty material suppliers.

Mia's Print Shop is not responsible for delays, damages, errors, additional costs, or service interruptions caused by third-party vendors outside of Mia's Print Shop's reasonable control.



MIA CLUNE
LUXURY CUSTOM STATIONERY DESIGNER
www.miasprintshop.com
printshop.mia@gmail.com

ASSEMBLY + MAILING CONTRACT TERMS

For any questions regarding the policies please contact printshop.mia@gmail.com

REPLACEMENT INVITATION POLICY

If replacement invitations become necessary due to USPS loss, damage, nondelivery, or other mailing-related issues, Mia's Print Shop will follow the replacement policy outlined in the primary contract.

Complimentary reprints apply only to the original base invitation components.

Specialty elements, including but not limited to materials, finishes, design features, and upgrades selected through The Elevated Experience are not included in complimentary replacements:

Replacement costs for upgraded components will be invoiced based on the materials and quantity required.

Unused blank invitations or additional pieces provided with the original order may be applied toward replacement invitations whenever possible.

LIMITATION OF RESPONSIBILITY

Mia's Print Shop's responsibility is limited to the professional services directly provided, including design, production, assembly, and preparation of invitation suites.

Mia's Print Shop cannot control USPS policies, processing decisions, delivery timelines, or final delivery outcomes.

Mia's Print Shop shall not be responsible for consequential damages, missed event deadlines, emotional distress, replacement costs beyond those specifically outlined in this agreement, or losses resulting from USPS handling or delivery.

CIRCUMSTANCES OUTSIDE OF REASONABLE CONTROL

Mia's Print Shop is not responsible for delays, damages, or additional costs caused by circumstances outside of reasonable control, including but not limited to:

- USPS delays or disruptions
- Weather events
- Government actions
- Supply chain interruptions
- Vendor delays
- Equipment failures
- Changes in USPS policies or regulations

ELECTRONIC AUTHORIZATION & CLIENT CONFIRMATION

Client acknowledges that certain selections, approvals, and confirmations related to their invitation order may be completed electronically through email.

Before proceeding with production, assembly, and/or mailing services, Mia's Print Shop may send a confirmation email requiring Client to review the applicable terms, confirm selections, and provide written acknowledgment of approval.

By replying to the confirmation email, Client acknowledges that they have reviewed and accepted the applicable terms outlined in this Agreement and authorizes Mia's Print Shop to proceed based on the selections and information provided.

Electronic communication, including email confirmations and written approvals, shall serve as Client acknowledgment and acceptance of the applicable services, selections, and terms within this Agreement.

By replying to an email from Mia's Print Shop confirming their mailing selection, Client acknowledges:

- They have reviewed and agree to the Wedding Invitation Assembly & Mailing Authorization Terms.
- They understand USPS is an independent third-party carrier.
- They understand postage requirements, processing decisions, and delivery outcomes are determined by USPS.
- They understand Mia's Print Shop cannot guarantee USPS delivery.
- They authorize Mia's Print Shop to proceed with the selected assembly and/or mailing services.

Client agrees that electronic approval through email is considered a valid acknowledgment of these terms and authorizes Mia's Print Shop to proceed with the selected services.

Last updated June 1, 2026