

PERSONAL STATIONERY FROM PICCOLO PRESS

Advice Sheet

Printing Processes

- Engraved** - The engraved/diestamping process produces the most prestigious stationery obtainable.
- Letterpress** - Produces a slight 'debased' imprint, that is very crisp and clear, and 'up market'.
- Thermography** - This is a heat process that raises the print on the page and when done well, can be remarkably similar to the engraved process. (We use a special matt powder)
- Flat Printing** - Our stationery is done by lithography, producing a clear high quality print.

Ink Colour

We have a standard set of 10 colours but special mixes can be made for an extra charge.

Papers & Envelopes

Our papers, especially smooth for writing on with a fountain pen, are of the highest quality with plenty of bulk. *(Please note that laid papers do not thermograph with as much relief as smooth papers and are a little more 'bumpy' to write upon).* Our standard papers are in white, ivory, cream and blue - please ask for a sample pack. Special papers can be requested, just contact us for an estimate.

Our envelopes are made to match and are of especially good quality with diamond gummed flaps.

Correspondence Cards

Matching correspondence cards, with name and address *(or name/address only)* are very popular. The standard size A6 (148mmx105mm) correspondence card matches the envelopes for an A5 letterhead. Our large corro card (178x113mm) matches the envelopes for our 9x7" letterheads. Our engraved and letterpress cards are printed on a heavier stock and with their crispness and 'deboss', produce an exceptional card. Our **sample packs are available from the shop online.**

At Home and Special Invitations

These cards can be ordered in either white, soft white, or oyster. They can also be supplied with gold or silver (or coloured) beveled edges.

Presentation Boxes

Our stationery is supplied in strong hand made presentation boxes, from which the stationery can be dispensed.

Type Styles

We have a standard typesheet for letterheads, correspondence cards, and invitations.

If you are looking for a style that is not on our sheets, please ask for details as we probably will have it in our extensive type library.

Proofs

We supply "proofs" (by email) of each requested stationery item, along with a proofing slip for you to sign 'correct' and return to us by post or email. Only on acceptance of our proofs will we print your order. Laser proofs can also be sent by post.

Delivery

Delivery to a UK address will normally be within 10 working days of proof agreement.

(Orders that require the engraving of copperplates or steel dies may take longer)

If you wish to fast track your order there will be an additional "rush job" charge.

Delivery is charged 'at cost' on all orders and is normally by 'within 24hrs' UK trackable carrier.

Payment

We require a deposit of 50% of the cost of your order, before we will commence working on your proof. Full payment is required before your stationery is dispatched to you.