



urban
frame
studio

PRESENTED BY:

LAURA STEPHENS

Welcome my friend! I'm Laura Stephens

I am Laura and I am the face behind Urban Frame Studio. Urban Frame Studio is a modern calligraphy and bespoke signage studio in the South West of England, also specialising in 'on the day' styling and hire items.

In my studio I love to combine tactile materials with inks and paints to create bespoke and personal stationary for your wedding or special event. Together we can create unique products that compliment your wedding theme and stand out from the rest.



Next Steps

Let's book in a no obligation call, we can talk through your initial ideas so we can truly understand what you are looking to achieve.

Please email urbanframe@hotmail.com if you would like to schedule a call.

Things we may discuss:

- Your theme and visions
- Timings of the day
- Locations of events

Main Services



Bespoke Signage

Working together to understand your wedding theme and visions, we will then create you a bespoke mood board and quote for multiple options depending on your budget and requirements.

Estimation Price List Attached



Hire Items

A growing selection of uniquely crafted and collected items ready for hire. We can create styled areas that reflect your theme and style, bringing that extra luxe feel to your decor.

Price List Attached



On the Day Styling

Urban Frame is here to lend a helping hand on your special day. Making sure your items are carefully selected and styled to elevate your design and bring it all to life. Leaving all the little details to us so you can enjoy your day.

From: £300 (full day)



Bespoke Signage

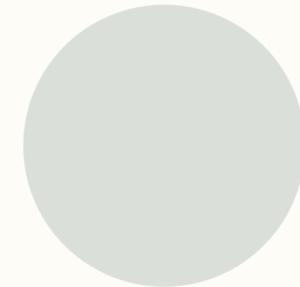
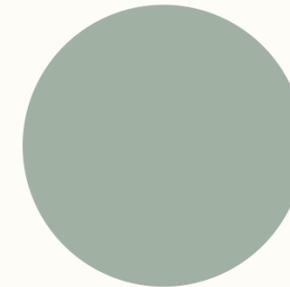
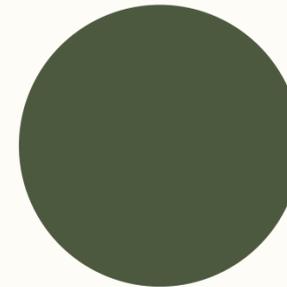
Bespoke signage can range from place names to large signage installations. The whole package will be designed to compliment each other as well as your personalities and themes. You will find attached an estimation price list to give you a grasp of costs and options available.

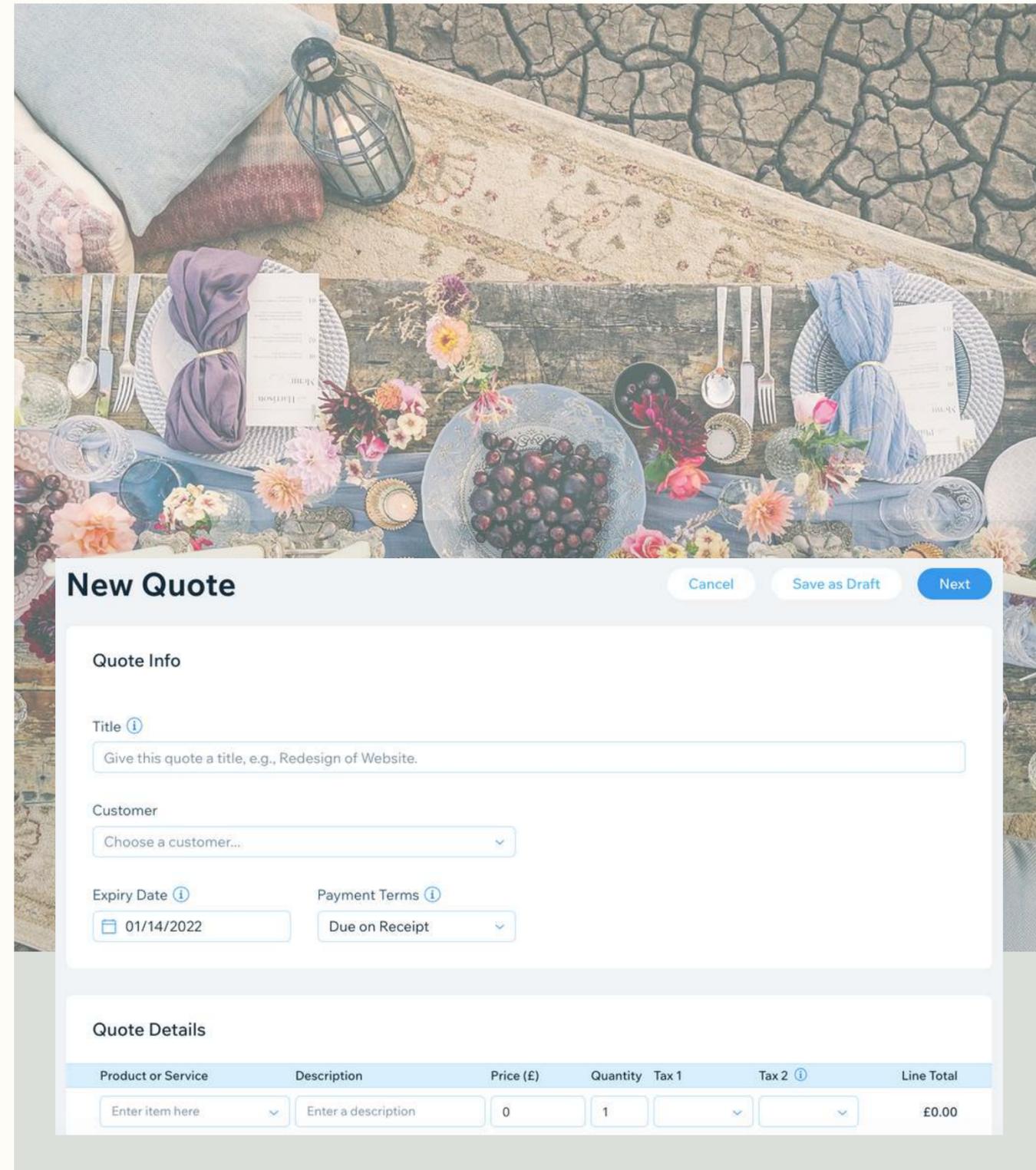


Moodboard



Following our conversation we will create a personal mood board, which will encompass your vision and allows us to take the next steps in the design process for your signage and other desired items.





Bespoke Quote

We will then personally list out every individual item from your desired signage/stationary list with options for each in terms of finish, material and sizing.

This clear listing will allow you to understand the cost for each individual item or add on, allowing you to pick and choose which items work within your budget.

The final quote will include delivery, collection and pick up costs from your desired location.



Hire Items

Over the years we have created and sourced some stunning pieces that are ready and waiting to be styled.

Our collection stems from wooden table stands to 2 metre tall archways and frameworks. If there is something we don't currently have then we are more than happy to help source or point you in the right direction.



On the day styling

Urban Frame is here to lend a helping hand and relieve all the stress of setting up off you.

We are available to make sure every last detail is in line with your vision and plans, from laying out the place names, styling corners with hired or provided items, lighting the candles or tying the pew ends ready for your ceremony. We have a wealth of knowledge in styling and interior design so you know you are in safe hands.

A documented outline will be provided to ensure nothing is missed and everything is taken care of.

Terms and Conditions

1. Final consultation 4 weeks prior to event to finalise designs and details at which time the final invoice will be sent over.
2. The balance of the final invoice is due 3 weeks prior to the event.
3. All signs are signed off by client prior to production to confirm layout, design and font.
4. Date is confirmed on first enquiry. 50% deposit is taken only if another person enquires for the same event date otherwise no payment is taken until 3 weeks prior to event. 50% deposit is non-refundable if taken.
5. We accept payment by cheque or BACS please quote your name and date of event for reference.
6. Responsibility - all items hired from Urban Frame are for the sole use and responsibility of the client for the duration of the event and must not be sublet or lent to others during the hire term.
7. The estimation quote is subject to change when the quantity or style is changed. The rise or fall of VAT, cost of fuel and global events can also affect the price when events are booked far in advance. If the quote is subject to change then Urban Frame will notify the client as soon as possible.



Terms and Conditions

8. Any alteration to quantities to designs should be made 14 days prior to event. Should any items be altered or cancelled after this time a charge may be incurred.
9. If set up and delivery costs are required these will be clearly indicated on the quote.
10. The final balance must be paid at least 3 weeks before the event. If paying by cheque then the final balance is due 4 weeks prior to the event and made payable to L Stephens. Urban Frame has the right to cancel the booking with no explanation when payment has not been received.
11. Liability – We accept no responsibility for damage or injury caused to person or product as a result of this hire or bought arrangement. All goods hired or bought from Urban Frame are the responsibility of the hirer until they are returned to us.
12. Cancellation – You can cancel your order any time before 4 weeks prior to event. If you have to cancel your order then your 50% non refundable deposit will be retained if taken.
13. We may require a damage waiver on specific items this will be clearly indicated on the quote.
14. 4 weeks before your event we will invoice you for the balance and any changes may be made 3 weeks prior before final balance is to be paid.
15. Urban Frame reserve the right to use images of the event on their website and other publications.



URBAN FRAME

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Laura Stephens

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Gallery

