

The Art of the Handwritten Note – Service Tiers & Delivery

Tier 1 – The Signature Note

Includes:

- Up to 50 words (approximately a half-page note or small card)
- Written in cursive or traditional style
- Client provides message and card preference (or requests Sharlane to select one)
- Presented on stationery with a coordinating envelope

Flat Rate: \$35

Turnaround Time: 5–7 business days after receiving the message and materials

Perfect for thank-you notes, short sentiments, and heartfelt messages.

Tier 2 – The Keepsake Letter

Includes:

- Up to 75 words (approximately one full page)
- Written in cursive or non-cursive style, client's choice
- Presented on fine stationery with a coordinating envelope
- Optional inspirational closing line by Lock & Tea

Flat Rate: \$65

Turnaround Time: 7–10 business days after receiving the message and materials

Ideal for leadership acknowledgments, encouragement letters, or milestone celebrations.

Tier 3 – The Corporate Collection (Bulk Orders)

Includes:

- Minimum of 5 handwritten notes (up to 65 words each)
- Client provides names and messages
- Written in cursive or non-cursive style
- Packaged for professional presentation

Starting Rate: \$250 for 5 notes

Turnaround Time: 10–14 business days, depending on order size

Perfect for employee appreciation, executive recognitions, or client thank-you campaigns.



The Art of the Handwritten Note – Service Tiers & Delivery

Delivery & Material Options

- Rates listed **do not include** shipping or handling.
 - Local clients may arrange a reasonable meeting location for pickup or hand delivery.
 - A **delivery fee may apply** depending on distance or order size.
 - Clients who prefer Sharlane to purchase cards or use her personal stationery inventory will incur a materials fee, reflecting the time and care spent selecting quality paper and presentation.
 - Clients are responsible for any additional shipping or postage fees if mailing is required.
 - Rush orders (requested sooner than the listed turnaround) may include a \$25- \$100 expedite fee.
-

Writing Limits

To preserve **Sharlane L. Tolbert's** (and associates') hands, artistry, and exceptional quality:

- **Preferred maximum word count:** 100 words per handwritten piece
- **For longer notes (101–150 words):** Pricing begins at **\$250**
- Beyond 150 words, it's probably time to type — a love letter that long deserves a keyboard!

Each handwritten piece is personally crafted by Sharlane L. Tolbert or a trusted associate, with the utmost care and intention.

Writing is an art, and to honor that gift, each piece is created with thoughtfulness and care — one note at a time.

Ready to Order Your Handwritten Note?

To begin your order, please email Locandtea@gmail.com or call (443) 854-4770 to discuss your request.

You can also click **"Connect"** in the website header and complete the brief form with your **name, email address, and the service you'd like to obtain.**

Once your request is received,

Sharlane will contact you within 1–2 business days to seal the deal!

