

GUIDELINES

ADDRESSING ENVELOPES

- Address lists must be sent in a single, editable Word document
- Addresses must be sent in address format, exactly as they would appear on the envelope.
NOTE: if your addresses are in an Excel file and you have used separate columns for name, city, state, etc., the easiest way to get them into the right format is to use mail merge in Word. If you send your addresses in label format, please use the standard address label option (20 or 30 addresses per page).
- Spell out all abbreviations and use proper capitalization.
- Proper format for married couples with the same last names is "Mr. and Mrs. John Doe." Married couples with different last names should read "Ms. Jane Doe/and Mr. John Smith"(two lines, female first).
- Children's names should be listed on a second line on the outer envelope. Adult children (18 and older) should each receive an invitation
- Two families with different last names living in the same household should each receive an invitation. If you prefer to send one invitation for both families, you should list the family names on two lines. **NOTE:** Be sure to specify how many seats are being reserved for each family on the RSVP card.

FOREIGN ADDRESSES: Please make sure these are delivered in the proper format. These are the guidelines used:
<http://www.bitboost.com/ref/international-address-formats.html>

EXTRA ENVELOPES: It is very important to include at least 10% extra envelopes for printing errors to ensure that all of your addresses can be completed.

CHECK POSTAGE: Before you buy stamps, take an assembled invitation to the post office and have it weighed. It's likely that the inserts will require extra postage. **NOTE:** Square envelopes and unusually shaped envelopes will need more postage.

Married Couples

Mr. and Mrs. John Doe
695 East Colorado Boulevard
Pasadena, California 91101

Married Couples w/ Different Last Names

Mrs. Jane Doe
Mr. John Smith
695 East Colorado Boulevard
Pasadena, California 91101

Guests w/ Children

Mr. and Mrs. John Smith
Thomas, Jacob and Alice
695 East Colorado Boulevard
Pasadena, California 91101

Unmarried Couples are listed Alphabetically

Ms. Samantha Adams
Mr. Thomas Sullivan
695 East Colorado Boulevard
Pasadena, California 91101

Two families in the same household (if mailing only one invitation)

The Doe Family
The Smith Family
695 East Colorado Boulevard
Pasadena, California 91101

Guest with a Plus One

Ms. Jane Doe and Guest
695 East Colorado Boulevard
Apartment 201
Pasadena, California 91101

===== VROMAN'S =====
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