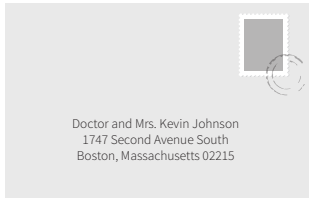




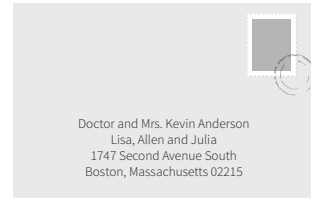
Address your invitation envelopes the right way

Need extra envelopes? Buy them with your original order for savings.
Save time! Order outer envelopes printed with your return address.



Outer envelopes

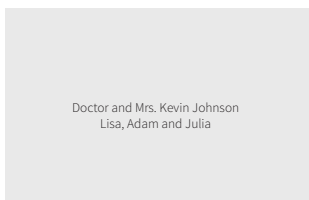
- Use full names and formal titles; only abbreviate Mr. and Mrs.
Example: Doctor and Mrs. Kevin Johnson
- Avoid writing “and family” on outer envelopes (include children on the inner envelopes - see below)
- Spell out the word “and”; don’t use other symbols
- Use numbers only for house numbers and zip codes
Example: 1747 Second Avenue South
- Write out the words “Street”, “Boulevard” and “Avenue”
- Write out full state names (no abbreviations)



Single outer envelopes

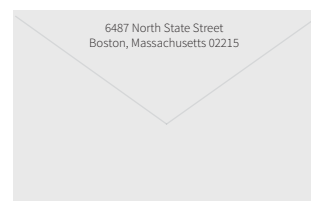
If your invitation doesn’t include inner envelopes, or if you decide not to use them, follow the addressing rules for outer envelopes with some modifications.

- Include the names of children below the parents’ names as you would on an inner envelope
- Write “and Guest” after your guest’s name as you would on an inner envelope



Inner envelopes

- If you are on a first-name basis with guests, use those names; otherwise, use full names as on outer envelopes
- List children’s names below the parents’ names in order of age
*Example: Doctor and Mrs. Kevin Johnson
Lisa, Adam and Julia*
- If single guests may bring a date, add “and Guest”
Example: Amelia and Guest



Mailing tips

- Include your return address on outer envelopes so they’ll come back to you in case of a wrong address or mistake
- Mail all invitations at the same time, six to eight weeks before the wedding, using first class postage
- Include stamps on response card envelopes
- Large invitations with enclosure cards may require extra postage; take an assembled invitation to the post office for the exact postage
- Use actual stamps, and have the post office hand-cancel your envelopes so they don’t get damaged in postal machines