



Lettering by Lynne

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Preparing Your List for Computerized Calligraphic Lettering

Cost: \$1.50 per single envelope; \$2.00 per inner/outer envelope set; \$0.50 per return address on envelope flap; \$1.25 per respond envelope; \$25.00 setup fee for combination lettering or Stardream paper. White ink on dark envelopes: \$2.50 each, \$3.00 per inner/outer envelope set.

- Please spend time compiling and proofing your list before you give it to me. Whatever you have typed is what will appear on the envelope. If I have questions on the list, I will contact you.
- **Spell out** all state names and all street addresses (street, road, avenue, post office box, etc.).
- Use two *Word* files (or separate columns in Excel) if you have Inner and Outer envelopes – one for the outside envelopes: name and address, one for the inside envelopes: salutation and last name(s) of the guest(s), *plus any additional guests such as children or significant others*. If you want to be informal, use first names on the inside envelope. *If you have only one envelope, then you need only the first file. Note: the inner envelope is not the respond envelope which the guests send back to you. It is an envelope that fits inside the outer envelope and contains just the name(s) of your guests. Many invitations include only an outer envelope and no inner envelope.*
- Type in the following format - single column (for *Word*) - see next page for Excel:

Outside Envelopes (file #1):

*Mr. and Mrs. Jonathan Smith
2345 West Coronation Drive
Alexandria, Virginia 22300* (followed by blank line)

Next name/address

Inside Envelopes (file #2 - Keep the order of names the same as in file #1 - I will collate the sets for you):

Mr. and Mrs. Smith (followed by blank line – you may also say *Jonathan and Mary*)

Next name

- Include a column for the inside envelope names if you use **Excel**. (only if you have outer/inner envelopes).
- Specify “zip code” for format of zip code column in Excel (otherwise leading zeroes will disappear) Call if you need help on this.
- Call or e-mail me with any questions about how to type the list.
- Don't type list in all caps (unless you want your envelopes addressed that way!!)
- Don't add page breaks or headers/footers for *Word* files – let pages break naturally, even in the middle of an address.
- Don't type the list in columns for *Word*. It should be a single column.
- Don't number each entry for *Word* – unless you want those numbers on your envelopes.

ETIQUETTE:

- **Outside Envelope:** contains names of main invited guest(s) – no children, guests, etc. But if you have only one envelope, all the names appear on it (including children and guests). **Many invitations today come with only one envelope.**
- **Inside Envelope:** (*this is not the rsvp envelope*) Contains names of main guest(s), plus extra guests, such as children, fiancé/fiancée. Place the extra names **underneath** the main name on the inside envelope.
- **Single women** may be addressed as “Ms.”, “Miss”, or “Mrs. (widowed or divorced)”, as appropriate. No period for “Miss”.
- **Girls** under the age of 13 should be addressed as “Miss” or just by their first name. **Single men** are addressed as “Mr.” **Boys** under the age of 13 may be addressed as “Master” or just by their first name.
- **Children under the age of 18** who live with their parents may be included in the same invitation. If they are over the age of 18, they should receive a separate invitation, but use your discretion.
- If you want a single person to bring someone, add “**and Guest**”. If they are engaged, use the name of the fiancé/e, if you know it, or add “and Fiancé” (male) or “and Fiancée” (female) if you do not know the name.
- **Couples living together** receive one invitation, with each name on a separate line *without the word “and”*. **Married couples with different names** should have each separately *with the word “and”*. **Couples who are both doctors** may be addressed as “Drs. Mary and John Smith”, or each name may be listed on a separate line, each preceded by “Dr.”. To be very formal, spell out “Doctor”.
- **The clergy, political and military** guests should be addressed by their titles. If you're not sure, I can help with this.

BE SURE TO ORDER ENOUGH INVITATIONS AND ENVELOPES. I WILL NEED EXTRA ENVELOPES. (over for Excel sample)

INSTRUCTIONS FOR USING EXCEL SPREADSHEET FOR GUEST LIST

TITLE	FIRST NAME	LAST NAME	2nd LINE OF NAME(S) *	STREET 1	STREET 2nd LINE	CITY	STATE	ZIP	COUNTRY	INSIDE ENVELOPE
Doctor and Mrs.	Alan James	Brown		3247 West Adams Lane	Apartment 3C	Baltimore	Maryland	21205	<i>Leave blank for USA</i>	Dr. and Mrs. Brown Heather and Tom
Ms.	Susan	Anderson	Mr. John Greene	1587 Noland Terrace		Alexandria	Virginia	22306		Ms. Anderson Mr. Greene
Mr.	Allen	Roberts		4298 Listerson Road		New York	New York	10367		Mr. Roberts and Guest
Mr. and Mrs.	Jason	Clark	Miss Allison Burke	437 West End Road		London		NW2 8 LS	England	Mr. and Mrs. Clark Miss Allison Burke
Mr.	Edward	Johnston	and Ms. Lucy Rein	3587 Anderson Circle		Newark	New Jersey	07423		Mr. Johnston and Ms. Rein

* 2nd Line Names for Outer Envelope . The Inside Envelope has its own column (last column), **BUT the Inside Envelope column is not necessary if there is only one envelope.**

Names will appear (centered) on envelopes, as follows:

OUTER ENVELOPE

Doctor and Mrs. Alan James Brown
3247 West Adams Street
Apartment 3C
Baltimore, Maryland 21205

Ms. Susan Anderson
Mr. John Greene
1587 Noland Terrace
Alexandria, Virginia 22306

Mr. Allen Roberts
4298 Listerson Road
New York, New York 10367

Mr. Edward Johnston
and Ms. Lucy Rein
3587 Anderson Circle
Newark, New Jersey 07423

INNER ENVELOPE

Doctor and Mrs. Brown (*married couple*) - Use "Doctor" for formal invitations, "Dr." for less formal invitations
Heather and Tom (*their children*)

Ms. Anderson (*unmarried couple, living together*)
Mr. Greene (you may also do Susan and John) - your choice

Mr. Roberts and Guest (*single person with guest*)

Mr. Johnston and Ms. Rein (*married couple with different last names*) or Edward and Lucy

- **ABBREVIATIONS SHOULD NOT BE USED ON THESE ADDRESSES. YOU MAY USE FIRST NAMES FOR THE INSIDE ENVELOPE. IF YOU USE A COLUMN FOR NAMES OF SPOUSES, PLEASE REMOVE IT FROM THE VERSION YOU SEND TO LETTERING BY LYNNE. OTHERWISE THE SPOUSE'S NAME WILL APPEAR ON THE ENVELOPE ON A SEPARATE LINE – AND YOU PROBABLY DON'T WANT THAT TO HAPPEN!**
- **IF YOU NEED MORE THAN ONE LINE (FOR INSIDE ENVELOPE OR ADDITIONAL NAME), USE *ALT ENTER* TO MOVE TO THE NEXT LINE. DO NOT USE SPACES TO MOVE TO ANOTHER LINE.**
- **PLEASE DO NOT CREATE A NEW ROW FOR AN ADDITIONAL NAME – THIS WILL RESULT IN THAT NAME APPEARING ON A SEPARATE ENVELOPE.**
- **BE SURE TO FORMAT THE ZIP CODE COLUMN AS A ZIP CODE – OTHERWISE, ZIP CODES THAT START WITH ZERO (NEW JERSEY, MASSACHUSETTS) MAY LOSE THE ZERO. (RIGHT CLICK ON THE COLUMN WITH THE ZIP, AND THEN CLICK ON FORMAT CELLS, SPECIAL, AND ZIP CODE.)**
- **LEAVE THE COUNTRY CODE BLANK UNLESS IT IS FOR A FOREIGN COUNTRY (NO NEED TO ADD USA TO EACH ADDRESS).**