



Lettering by Lynne

3315 Carolina Place • Alexandria, VA 22305

E-mail: Invite@LetteringByLynne.com

www.LetteringByLynne.com

Facebook: www.facebook.com/LetteringByLynne

(703) 548-5427

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. White ink on dark envelopes: \$2.50 each, \$3.00 per inner/outer envelope set. Escort/place cards beginning at \$1.00 each.

- 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.).
- Most invitations today use only one envelope - but it was always traditional to have an inner and an outer envelope. **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.** If you do have both, use two *Word* files (or separate columns in Excel) – 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 in Word, and no extra column in Excel.*
- 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)

Mr. and Mrs. Smith

- Include a column for the inside envelope names if you use **Excel**. (*only if you have outer/inner envelopes*).
- 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:

- **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. They can also go in the same envelope as their parents.
- 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 name 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 more 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.

(Excel sample on other side)

INSTRUCTIONS FOR USING EXCEL SPREADSHEET FOR GUEST LIST

NAME(s) - Line 1	NAME(s) - Line 2	STREET 1	STREET 2	CITY	STATE	ZIP	COUNTRY
Doctor and Mrs. Alan J. Brown		3247 West Adams Lane	Apartment 3C	Baltimore	Maryland	21205	<i>Leave blank when it's USA</i>
Ms. Susan Anderson	Mr. John Greene	1587 Noland Terrace		Alexandria	Virginia	22306	<i>(they live together)</i>
Mr. Allen Roberts		4298 Listerson Road		New York	New York	10367	<i>(single person)</i>
Mr. and Mrs. Jason Clark	Miss Allison Burke	437 West End Road		London		NW2 8 LS	England
Mr. Edward Johnston	and Ms. Lucy Rein	3587 Anderson Circle		Newark	New Jersey	07423	<i>(Married, but separate names)</i>

- If you are using double envelopes (inner and outer), add a column at the end for the inner envelope.
- 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 so that you know who they are, 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 column blank unless it is for a foreign country (no need to add USA to each address).
- You will receive a PDF proof of the envelope addresses before we do the printing – please be sure to check carefully! If our program finds any zip codes that don't look right, we will notify you and you can check to be sure they are correct.