

Please fill in the template columns with the guest list information you would like to invite to your event

## COLUMN BREAKDOWN:

# This is a helpful tool to keep track of the number of rows you have filled in. This will not be printed.

**NAMES ON INVITATION** Fill in the guest names that you want to appear on the invitation.

**NAMES ON ENVELOPE** Fill in the names you want to appear on the envelope, Formal names are usually placed here.

**STOP! STOP HERE IF YOU ARE HAND DELIVERING THE INVITATION. NO NEED TO FILL IN THE ADDRESS.**

**STREET ADDRESS** Fill in the street details only. We recommend you fill in the abbreviated street type in. Eg **RD** instead of **ROAD**

**SUBURB** Fill in the suburb name only.

**STATE** Fill in the state detail. We recommend you fill in the abbreviated state name in. Eg **VIC** instead of **VICTORIA**

**POSTCODE** Fill in the postcode only.

**COUNTRY** Only fill this in when you are sending outside of Australia.

**TAKE NOTE**

adelphi mou does not spell check or review guest names and addresses.

All text supplied by you on this spreadsheet is presumed to be correct and will be printed as written.

When multiple guest names are printed onto each item, 'and' or '&' will be used. For consistency, please type in only 'and' or '&'.

## EXCEL TEMPLATE:

### INVITATION GUEST LIST

**please note:** adelphi mou does not spell check or review guest names and addresses. All text supplied by you on this spreadsheet is presumed to be correct and will be printed as written. When multiple guest names are printed onto each item, 'and' or '&' will be used as per your approved proof. For consistency, please type in only 'and' or '&'. Thank you

#	NAMES ON INVITATION <small>(to appear on invitation only - if required)</small>	NAMES ON ENVELOPE <small>(to appear on envelope only)</small>	STREET ADDRESS <small>(enter only if required to be printed on envelope)</small>	SUBURB	STATE	POSTCODE	COUNTRY <small>(enter only if required to be printed)</small>
EG	eg: Mary & Andrew	eg: Mr & Mrs A Smith	eg: 71 Burwood Road	eg: Hawthorn	eg: VIC	eg: 3122	eg: Australia
1	Mary & Andrew	Mr & Mrs A Smith	71 Burwood Road	Hawthorn	VIC	3122	Australia
2	Mary & Andrew	Mr & Mrs A Smith	71 Burwood Rd	Hawthorn	VIC	3122	Australia
3	Mary & Andrew	Mr and Mrs A Smith	71 Burwood Rd	Hawthorn	VIC	3122	
4	Mary & Andrew	Mr and Mrs A Smith					
5	Mary & Andrew	Mary & Andrew					

## HOW IT LOOKS PRINTED ON THE ENVELOPE:

1

MR & MRS A SMITH  
71 BURWOOD ROAD  
HAWTHORN VIC  
AUSTRALIA  
3 1 2 2

2

MR & MRS A SMITH  
71 BURWOOD RD  
HAWTHORN VIC  
AUSTRALIA  
3 1 2 2

3

MR AND MRS A SMITH  
71 BURWOOD RD  
HAWTHORN VIC  
3 1 2 2

4

MR AND MRS A SMITH

5

MARY & ANDREW

