Please fill in the template columns with the names you would like to appear on the individual placements.
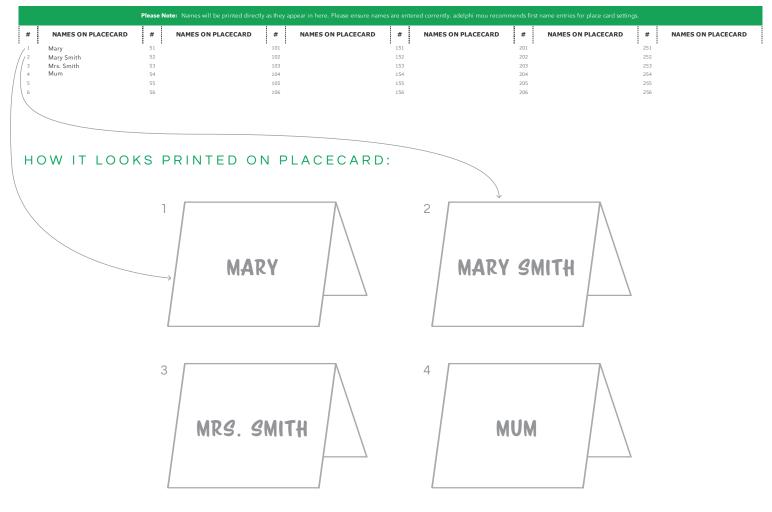
COLUMN BREAKDOWN:

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

NAMES ON PLACECARD Fill in the names you want to appear on the placecard.

TAKE NOTE

Invitations are formal, but place settings can be personal.
List your mother as Mum, use someones nickname, It's more personalised & the guest will love it.

adelphi mou recommends first name entries for the place card settings.

EXCEL TEMPLATE:

PLACE CARD

Please Note: Names will be printed directly as they appear in here. Please ensure names are entered correctly. adelphi mou recommends first name entries for place card settings.

#	NAMES ON PLACECARD	#	NAMES ON PLACECARD	#	NAMES ON PLACECARD	#	NAMES ON PLACECARD	#	NAMES ON PLACECARD	#	NAMES ON PLACECARD
1	Mary	51		101		151		201		251	
2	Mary Smith	52		102		152		202		252	
3	Mrs. Smith	53		103		153		203		253	
4	Mum	54		104		154		204		254	
5		55		105		155		205		255	
6		56		106		156		206		256	

HOW IT LOOKS PRINTED ON PLACECARD:

1. MARY

2. MARY SMITH

3. MRS. SMITH

4. MUM

- adelphi mou does not spell check or review guest names.
- All text supplied by you on this spreadsheet is presumed to be correct and will be printed as written.

IF YOU'RE NOT SURE ABOUT SOMETHING JUST ASK