

## ENVELOPE HAND CALLIGRAPHY GUIDELINES

The calligrapher will address your invitations exactly as you indicate. Therefore, please follow these guidelines:

- Handwritten lists will not be accepted. Please type using a 12 pt Times Roman or similar simple upper and lower case font. No script or italics.
- List must be in alphabetical order.
- Format your list as though you are printing mailing labels. Please use our template for reference. Each address should be typed, line by line, as it will appear on the envelope. We cannot accept Excel (or similar) spreadsheets.
- Spell out all state names, street names and the word “Apartment”, etc.
- Spell out the word “and” or, if less formal, use an ampersand.  
Example: Mr. and Mrs. William Smith / Mr. & Mrs. William Smith
- Assume the calligrapher is unfamiliar with international address formatting, and specify any variations from United States standard address formatting.
- When addressing an informal invitation to a married couple, not using “Mr. and Mrs.” it is appropriate to list the ladies name first. Ex: Julie and William Smith.
- When addressing an invitation to a woman and a man with different last names, the woman is always listed first. These names appear on two separate lines.
- Provide total count for number of addresses.
- Please see pg. 2 regarding additions.
- If you have any concerns about proper formatting, just ask us!

- **When having both inner and outer envelopes addressed, please format your list as follows:**

Skip a space after the outer envelope address information and indicate name(s) you wish to have on the inner envelope, including the names of any children who are invited.

### **Example:**

Mr. and Mrs. William Smith  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

Mr. and Mrs. Smith  
Jacob, Heather and Tommy

## **Wording for How to Address Double Envelopes and Single Envelopes**

### **GUESTS WITH CHILDREN**

#### ***Double Envelopes:***

##### ***Outer***

Mr. and Mrs. William Smith  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

##### ***Inner***

Mr. and Mrs. Smith  
Jacob, Heather and Tommy

#### ***Single Envelope:***

Mrs. and Mrs. William Smith  
Jacob, Heather and Tommy  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

#### **OR**

The Smith Family  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

## GUESTS WITHOUT CHILDREN

### *Double Envelopes:*

#### *Outer*

Mr. and Mrs. William Smith  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

#### *Single Envelope:*

Mrs. and Mrs. William Smith  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

#### *Inner*

Mr. and Mrs. Smith

## GUESTS WITH DIFFERENT LAST NAMES

### *Double Envelope*

Ms. Julie Johnson  
Mr. William Smith  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

### *Single Envelope:*

Ms. Julie Johnson  
Mr. William Smith  
1234 Main Street  
Apartment 3  
Columbus, Ohio 43214

#### *Inner*

Ms. Johnson  
Mr. Smith

## ADDITIONS

We allow for one round of additions. Please send them all at once, within one week of your original list. **Send additions as a separate list. DO NOT include the original list, new addresses only.**

## CHANGES

Note that once the list has been submitted, the calligrapher makes every effort to start the job right away. If the job has been started and the original information has been used, you will be charged for both the original envelope addressing and the re-do.

Please tell us the new information and refer to the name as it appeared on the original list. **DO NOT include the original list, send changes only, via email.**

## CORRECTIONS

While rare, mistakes do happen and you will not be charged to re-do an error on the part of the calligrapher. Just let us know via email and we will correct and send a new envelope right away.

The calligrapher will hold extra envelopes so she has them for last minute changes.