



## Lettering by Lynne

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### Preparing Your List for Computerized Calligraphic Lettering

*\$1.75 per single envelope*

*\$2.50 per inner/outer envelope set (this is the old traditional way where one envelope fits inside another, and is not used too often any more)*

*\$0.75 per return address on envelope flap*

*\$1.50 per respond envelope*

*Escort/place cards beginning at \$1.25 each*

*\$2.75 each for white ink on dark envelopes*

*\$3.50 for the inner/outer envelope set in white ink on dark envelopes*

- 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.
- Spell out all state names and all street addresses (street, road, avenue, post office box, etc.).
- Most invitations today use only one envelope - if you do have both, please contact me, and I'll explain how to set up the list.
- Type in the following format - single column (for *Word*) - **see next page for Excel:**

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

- 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.
- Don't type the list in columns for *Word*. It should be a single column. Also, don't number each entry for *Word* – unless you want those numbers on your 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. **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.
- **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 page 2)*

## Sample Spreadsheet for Your 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	
Mr. Edward Johnston	and Ms. Lucy Rein	3587 Anderson Circle		Newark, New Jersey 06509	
Mr. and Mrs. Jason Clark	Miss Allison Burke	437 West End Road		London NW2 8LS	England
Mr. Allen Roberts		4298 Listerson Road	Unit 434	New York, New York 10367	

First line is for a married couple.

Second line is for a couple living together but not married (no “and”).

Third line is for a married couple with two different names (uses “and”).

Fourth line is for a child of a married couple.

Last line is for a single person.

Abbreviations should not be used on these addresses.

If you need more than one line (for an 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.

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.