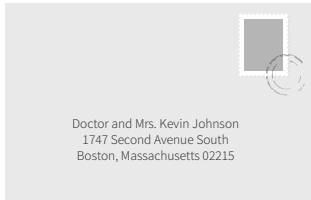




Address your invitation envelopes the right way

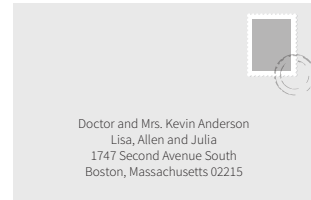
[www.PrintedCreationsWeddingStore.com](http://www.PrintedCreationsWeddingStore.com)

Need extra envelopes? Buy them with your original order for savings.  
Save time! Order outer envelopes printed with your return address.



### Outer envelopes

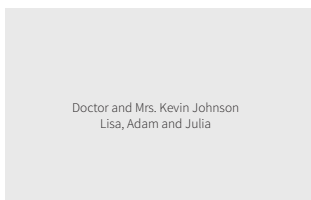
- Use full names and formal titles; only abbreviate Mr. and Mrs.  
*Example: Doctor and Mrs. Kevin Johnson*
- Avoid writing “and family” on outer envelopes (include children on the inner envelopes - see below)
- Spell out the word “and”; don’t use other symbols
- Use numbers only for house numbers and zip codes  
*Example: 1747 Second Avenue South*
- Write out the words “Street”, “Boulevard” and “Avenue”
- Write out full state names (no abbreviations)



### Single outer envelopes

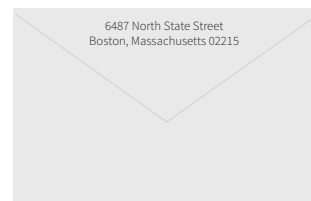
If your invitation doesn’t include inner envelopes, or if you decide not to use them, follow the addressing rules for outer envelopes with some modifications.

- Include the names of children below the parents’ names as you would on an inner envelope
- Write “and Guest” after your guest’s name as you would on an inner envelope



### Inner envelopes

- If you are on a first-name basis with guests, use those names; otherwise, use full names as on outer envelopes
- List children’s names below the parents’ names in order of age  
*Example: Doctor and Mrs. Kevin Johnson  
Lisa, Adam and Julia*
- If single guests may bring a date, add “and Guest”  
*Example: Amelia and Guest*



### Mailing tips

- Include your return address on outer envelopes so they’ll come back to you in case of a wrong address or mistake
- Mail all invitations at the same time, six to eight weeks before the wedding, using first class postage
- Include stamps on response card envelopes
- Large invitations with enclosure cards may require extra postage; take an assembled invitation to the post office for the exact postage
- Use actual stamps, and have the post office hand-cancel your envelopes so they don’t get damaged in postal machines