

A Quick How to Address Your Invitations



LOVELY
so many things
WEDDINGS

- ALWAYS ORDER EXTRAS, FOR MISTAKES OR ADDITIONS
- CHILDREN 18 AND OLDER SHOULD RECEIVE THEIR OWN INVITATION
- BE SURE TO SPELL OUT ALL ABBREVIATIONS
St. to Street, Rd. to Road, Dr. to Drive, Blvd. to Boulevard
Apt. to Apartment, OH to Ohio, PA to Pennsylvania, & to and, etc.
- LADIES FIRST and traditionally, the man's names should never be separated
- MRS. married/widowed woman MS. divorced woman MISS single woman or child
- DOUBLE CHECK THAT THE OUTER AND INNER ENVELOPES MATCH
- ALWAYS TAKE AN ASSEMBLED INVITATION TO THE POST OFFICE TO CHECK WEIGHT BEFORE BUYING STAMPS

OUTER ENVELOPE

INNER ENVELOPE

FORMAL vs. CASUAL

MARRIED COUPLE (SAME LAST NAME)	Mr. and Mrs. Timothy Olsen	Mr. and Mrs. Olsen OR Alice and Tim
MARRIED COUPLE (DIFF LAST NAME)	Mrs. Alice Nevin and Mr. Albert Williams	Mrs. Nevin and Mr. Williams OR Alice and Al
COUPLE LIVING TOGETHER <i>(list on 2 lines)</i>	Ms. Sylvia Stewart Mr. Roger Filbert	Ms. Stewart OR Sylvia Mr. Filbert Roger
MALE DOCTOR	Dr. and Mrs. Allan Little	Dr. and Mrs. Little OR Julie and Allan
FEMALE DOCTOR	Dr. Susan and Mr. George Winston	Dr. and Mr. Winston OR Susan and George
MARRIED DOCTORS	Doctors Allison and Quinn Nikols	The Doctors Nikols OR Allison and Quinn
FAMILIES AND CHILDREN	Mr. and Mrs. Michael Able	Mr. and Mrs. Able OR Mike and Irene Peter and Miss Olivia Peter and Olivia
WITH GUEST	Mr. Joseph Lepper	Mr. Lepper and Guest OR Joe and Guest

IF NOT USING INNER ENVELOPES,
the guest always goes on the second line, ie an unmarried couple above
Mr. Joseph Lepper
and Guest

***** WE PRINT EXACTLY WHAT YOU LIST ON THE GOOGLE DRIVE DOCUMENT. WE CAN NOT AND DO NOT ALTER THAT DOCUMENT AS WE DO NOT KNOW YOUR GUESTS AND CAN NOT MAKE ANY ASSUMPTIONS, ESPECIALLY ABOUT MARRIAGE STATUS OR GENDER NEUTRAL NAMES*****

A Quick How to Enter Addresses on Google Drive



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- THE LINK YOU WILL BE PROVIDED MAY BE ACCESSED FROM ANY COMPUTER, and the information you enter is "live" for anyone with access to see. Any changes that you make are permanent and there is not a backed up copy. Thus I highly suggest that you do not sort that document, you may go to "File > Download As > Excel Document" to save to your computer and then sort away. Do remember to go back to the Google Drive and make any definite changes as that is exactly what I will print from - see disclaimer below.
- PLEASE USE THE PINK SAMPLE LINES AS GUIDES Those lines will NOT be printed, but please leave them in the document for reference as they correspond with page one of this document. Any questions? Please don't hesitate to reach out.
- COLUMNS "TITLE" "FIRST NAME" "LAST NAME" WILL PRINT ON THE FIRST LINE
- THE COLUMN "NAMESLINE2" WILL PRINT ON THE SECOND LINE, IF NEEDED
- COLUMN "STREETADDRESS" WILL PRINT ON THE NEXT LINE
- COLUMN "ADDRESS2" WILL PRINT ON A LINE BELOW THE ABOVE, IF NEEDED
- COLUMNS "CITY", "STATE" "ZIP" WILL PRINT ON ONE LINE, SIDE BY SIDE, BELOW ABOVE
- COLUMN "COUNTRY" WILL PRINT ON ITS OWN LINE BELOW ALL OF THE ABOVE, IF OUTSIDE THE US

Mr. and Mrs. Timothy Olsen
123 Peach Tree Lane
Savannah, Georgia 78901

Married Couple - Same Last Name

Mrs. Beatrice Smith and Dr. Alan Little
123 Apple Street Northwest
Unit 30
Canton, Ohio 23456

*Married Couple - Different Last Names
+ "address2"*

Mr. and Mrs. Michael Able
Peter and Miss Olivia
123 Freedom Circle
Number 6
Melbourne, Victoria 3001
Australia

*Married Couple - Same Last Name
+ "namesline2"
+ "address2"
+ "country"*

Mr. Joseph Lepper
and Guest
123 West Ninth Street
Apartment 1
Cleveland, Ohio 45678

*Married Couple - Different Last Names
+ "namesline2"
+ "address2"*

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