

Flap _____



AMORE CREATIVE

SO, how do we properly format
our recipient addresses for
digital envelope printing?!

Envelope Anatomy

Opt: Monogram *JS*

Return Address

1234 NORTH AVENUE
CHICAGO, IL 60661
The Future Smiths

#1 DOUBLE-SIDED ADDRESSING:

Includes all recipient mailing information on the front side of the main envelope. Return address is printed on the back flap.

Mr. & Mrs. John Smith
1234 North President Street
Elgin, IL 60120

#2 SINGLE-SIDED ADDRESSING:

Includes all mailing information printed on the front side of the main envelope, with the return address printed in the top left-hand corner and the recipient mailing address centered below.

Opt: Monogram *JS* | THE FUTURE SMITHS
1234 NORTH AVENUE
CHICAGO, IL 60661
Return Address

Stamp
55¢ or 70¢

Recipient Name *Stacy Meyers and Timothy Smith*
1234 NORTH AVENUE — Street Address
City, State, Zip — CHICAGO, IL 60661

PROPER SPREADSHEET FORMAT

Gather all your recipient addresses. Format them into 3 COLUMNS ONLY
Column 1: Recipient Names, Column 2: Street Address, Column 3: City, State, Zip.
We are compatible with Excel, Numbers or Google Sheets.

| Column 1: | Column 2: | Column 3: |
|-----------------------|----------------------|-----------------------|
| RECIPIENT NAMES | STREET ADDRESS | CITY, STATE, ZIP |
| Mr. & Mrs. John Smith | 123 President Street | Elgin, Illinois 60120 |

RECIPIENT ADDRESSING STYLES

The below table includes the most common formats for recipient names, street addresses, city, state, & zip categorized by the marital status of your prospective guest(s). Choose which wording style within each column and respective status matches the formality of your event. Then begin to format your guests into 3 columns only (see above). We are compatible with Excel, Numbers or Google Sheets.

Questions to Consider when Formatting:

Do you want to include Mr./Mrs.? Do you want first/last names or just last?

Do you want to use "&" or "and"? Do you want to abbreviate or spell out the state?

| status | recipient names | street address | city, state, zip |
|-------------------|--------------------------------|----------------------|-----------------------|
| MARRIED COUPLES | Mr. & Mrs. John Smith | 123 President Street | Elgin, Illinois 60120 |
| | Mr. John & Mrs. Jane Smith | 123 President Street | Elgin, Illinois 60120 |
| | John & Jane Smith | 123 President Street | Elgin, Illinois 60120 |
| FAMILY | Mr. & Mrs. John Smith & Family | 123 Brook St. Unit B | Chicago, IL 60634 |
| | The Smith Family | 123 Brook St. Unit B | Chicago, IL 60634 |
| UNMARRIED COUPLES | Mr. John Smith & Ms. Jane Fox | 123 Adams Blvd. | Wheaton, IL 60189 |
| | John Smith & Jane Fox | 123 Adams Blvd. | Wheaton, IL 60189 |
| SINGLE GUESTS | Mr. John Smith | 123 Clark St. Apt. 2 | Chicago, IL 60634 |
| | Mr. John Smith and Guest | 123 Clark St. Apt. 2 | Chicago, IL 60634 |
| | John Smith and Guest | 123 Clark St. Apt. 2 | Chicago, IL 60634 |

#3 RSVP ADDRESSING

Includes the return address printed on the front of the RSVP envelope.

Stamp 55¢

Opt. Monogram *JS*

The Future Smiths — Couples Name
1234 NORTH AVENUE
CHICAGO, IL 60661 — Return Address

ENVELOPE DESIGN PROCESS

- 1 Gather all your recipient addresses. Format them into 3 columns ONLY (see table). Column 1: Recipient Names, Column 2: Street Address, Column 3: City, State, Zip. We are compatible with Excel, Numbers or Google Sheets.
- 2 Please enter the cell information exactly as you want it displayed. We use a data merge system to create your envelope proofs. Be aware that however you input the information into each cell is exactly how it will merge out into the envelope design file. Please review punctuation, spelling and avoid any extra spaces between/after words when inputting. Please provide the full return address to be used on your main and/or RSVP envelopes.
- 3 Prior to merging your information, we will create a design proof of your envelope layout (with the matching fonts and colors of your stationery) and send to you for approval.
- 4 Once the envelope layout has been approved, and you have sent us your address list, we will create the merged envelope file and send for review. If revisions are needed, they will be made manually. You can send them in two ways: typed out with the page reference or updated in the excel file with the cell highlighted for reference. We will go back and forth in this manner until the final envelope proofs have been approved, and we are ready to move onto print production.

POSTAGE

Stamps are not included. You are responsible for purchasing your own postage. Depending on the weight of your suite, the main envelope will require a 70¢ or 55¢ stamp and the RSVP envelope will require a 55¢ stamp. Optional a la carte assembly options where we handle postage can be discussed upon request.

COLOR/WHITE INK PRINTING

Light colored envelopes can be printed with black or color ink. Dark colored envelopes will be printed with white ink. Turnaround times for black/color ink is typically 5-7 business days whereas white ink is typically 8-12 business days.