

## Addressing Your Wedding Envelopes

### Married Couple

*Outside Envelope*

Mr. and Mrs. James Richard Clayton

*Inside Envelope*

Mr. and Mrs. Clayton

### With Children Under Eighteen Living At Home

*Outside Envelope*

Mr. and Mrs. James Richard Clayton

*Inside Envelope*

Mr. and Mrs. Clayton

Gabriella and Madison

### In Which A Woman Kept Maiden Name

*Outside Envelope*

Ms. Christine Marie Turner

Mr. Noel David Michael

*Inside Envelope*

Ms. Turner

Mr. Michael

### In Which Man Is a Doctor

*Outside Envelope*

Dr. and Mrs. Jeremy Turner

*Inside Envelope*

Dr. and Mrs. Turner

### In Which Both Are Doctors

*Outside Envelope*

Dr. and Mrs. Drew Todd Smith

or

The Doctors Smith

or

Doctor Mary Ann Smith

Doctor Drew Todd Smith

*Inside Envelope*

Dr. and Mrs. Smith

or

The Doctors Smith

### In Which Man Is A Judge

*Outside Envelope*

The Honorable and Mrs. Troy Clayton

*Inside Envelope*

Judge and Mrs. Clayton

### In Which Woman Is A Judge

*Outside Envelope*

Mr. and Mrs. Troy Clayton

or

The Honorable Christine Clayton

Mr. Troy Clayton

*Inside Envelope*

Mr. and Mrs. Clayton

or

Judge Clayton

Mr. Clayton

### In Which One or Both Are Lawyers

*Outside Envelope*

Mr. and Mrs. James Dixon

*Inside Envelope*

Mr. and Mrs. Dixon

### Woman Who Has Resumed Maiden Name

*Outside Envelope*

Ms. Jenny Susan Smith

*Inside Envelope*

Ms. Smith

### Divorced Woman Who Has Kept Married Name

*Outside Envelope*

Mrs. Jenny Smith Collins

*Inside Envelope*

Mrs. Collins

### Unmarried Couple Living Together

*Outside Envelope*

Miss Sarah Ann Brightman

Mr. Daniel Smith Lansing

*Inside Envelope*

Miss Brightman

Mr. Lansing

### Widow

*Outside Envelope*

Mrs. Daniel Ray Green

*Inside Envelope*

Mrs. Green

### Single Woman

*Outside Envelope*

Miss Monique Olivia Barr

*Inside Envelope*

Miss Barr

### Single Woman And Date

*Outside Envelope*

Miss Monique Olivia Barr

*Inside Envelope*

Miss Barr and Escort

or

Miss Barr and Guest

### Single Man

*Outside Envelope*

Mr. Sebastian Meyer

*Inside Envelope*

Mr. Meyer

### Single Man and Date

*Outside Envelope*

Mr. Sebastian Meyer

*Inside Envelope*

Mr. Meyer and Guest

### Mailing

Wedding Invitations should be mailed four to six weeks before the wedding. For summer and holiday weddings, many brides mail their invitations eight weeks before the wedding since people are more likely to be traveling at those times. Announcements are sent after the wedding has taken place, never before. When circumstances permit, announcements are sent the day after the wedding

### Postage

The invitation's size, the number of enclosure cards, and even the humidity affects the postage. To determine the correct postage, you should have your invitations (including the stamp on the reply envelope) weight at the Post Office from which they will be sent.

### Tissues

Since tissues are meant to prevent smudging, they should be placed over the copy on each invitation.

### Other Notations

No Initials are used when writing out formal Invitations

No abbreviations are used in the address. Spell out words such as Number, Apartment, Street, Boulevard, Lane, etc...

Your clergyman, attendants and in-laws receive an invitation

To Make a simple lettering guide, draw evenly spaced black lines across a heavy cardstock that will fit into the envelope placing it flush to the bottom. The lines will show through making it easy to begin writing the guest's name and address in a straight line. Take into consideration the placement of your stamp

## Assembling Your Invitations

For the most part, wedding invitations are assembled in size order. The invitation itself is first. The enclosure cards are stacked on top of the invitations, not inside. The reception card is placed on top of the invitation. Then the reply envelope is placed face down on the reception card. The reply card is slipped face up beneath the flap of the reply envelope. These are the most frequently used enclosures.

Any other enclosures are added face up in size order (usually at-home card, directions card, accommodation card, pew card, etc.). The invitation and its enclosures are placed into the inside envelope with the left hand side of the invitation at the bottom of the envelope and the printed side facing the back of the envelope. You can tell whether or not you stuffed the envelope correctly by removing the invitation with your right hand. If you can read the invitation without turning it, it was stuffed correctly.

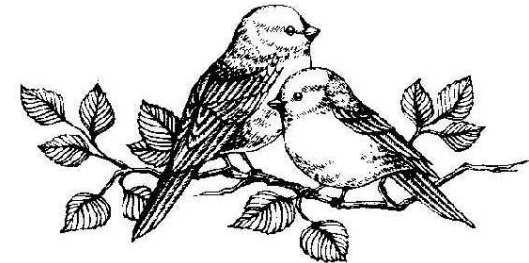
Once stuffed, the inside envelopes are inserted into the outside envelopes. The front of the inside envelope faces the back of the outside envelope.

Provided Courtesy of

The Invitation Shop  
1820 State Road 13, North  
Suite 9  
St. Johns, Florida, 32259  
[www.TheInvitationShop.Net](http://www.TheInvitationShop.Net)

A PDF Copy of this can be found on our website under  
Addressing and Assembling

# *Guide to Addressing and Assembling Wedding Invitations*



THE INVITATION SHOP  
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