five dot design
custom invitations & stationery

PROPERLY ADDRESSING ENVELOPES

MARCARDIN calligraphy

COMMON ENVELOPES NEEDING ADDRESSED

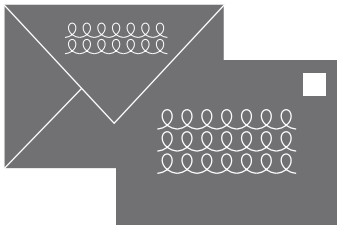
mailing

inner (optional)

rsvp

WAYS TO ADDRESS YOUR ENVELOPES

digital



calligraphy

wrap

Digital addressing is when your envelopes are run through a printer and the fonts used are the same as on your invitation suite.

Calligraphy is hand-written by a calligrapher and a range of styles and ink colors will be available from which to choose.

Wraps are less common, but are strips of labels that wrap from the front to the back of the envelope.

TIPS FOR SUCCESSFUL MAILING AND ADDRESSING

Take your final invitation suite in its entirety to the post office to be weighed to ensure you have the correct postage. Most suites do not use standard postage. They will be returned (cancelled) and you'll have to re-address or your guests will be asked to pay the difference (Yes, it's happened.)

Hand-deliver your invitations to the post office and ask they hand-cancel your suites. When the post office does this, your envelopes are not sent through the automator. If the branch you visit says they do not or cannot guarantee hand-cancelling, go to your main USPS office. **Once you leave the envelopes in the hands of the USPS, all bets are off and you have to trust this will get done.*

Order 20% more envelopes than you need. Mistakes are real, ya'll.

Keep those address lists tidy! If you need to send a correction, email your designer/calligrapher first to ask how they prefer to have the additional address sent over.

Always send over your guest list EXACTLY how you would like the names and addresses appear on the envelope - including the names for the inner envelopes (which can be indicated right under the guests' names with "inner: [names]." Indicating the proper return address is always helpful, as well.

Spell out EVERYTHING. Like, EVERYTHING

AL : ALABAMA
AK : ALASKA
AZ : ARIZONA
AR : ARKANSAS
CA : CALIFORNIA
CO : COLORADO
CT : CONNECTICUT
DE : DELAWARE
FL : FLORIDA
GA : GEORGIA
HI : HAWAII
ID : IDAHO
IL : ILLINOIS
IN : INDIANA
IA : IOWA
KS : KANSAS
KY : KENTUCKY
LA : LOUISIANA
ME : MAINE
MD : MARYLAND
MA : MASSACHUSETTS
MI : MICHIGAN
MN : MINNESOTA
MS : MISSISSIPPI
MO : MISSOURI
MT : MONTANA
NE : NEBRASKA
NV : NEVADA
NH : NEW HAMPSHIRE
NJ : NEW JERSEY
NM : NEW MEXICO
NY : NEW YORK
NC : NORTH CAROLINA
ND : NORTH DAKOTA
OH : OHIO
OK : OKLAHOMA
OR : OREGON
PA : PENNSYLVANIA
RI : RHODE ISLAND
SC : SOUTH CAROLINA
SD : SOUTH DAKOTA
TN : TENNESSEE
TX : TEXAS
UT : UTAH
VT : VERMONT
VA : VIRGINIA
WA : WASHINGTON
WV : WEST VIRGINIA
WI : WISCONSIN
WY : WYOMING

APT : APARTMENT
AVE : AVENUE
BLVD : BOULEVARD
CT : COURT
E : EAST
FL : FLOOR
LN : LANE
N : NORTH
NW : NORTHWEST
: NUMBER OR NO.
RD : ROAD
S : SOUTH
PH : PENTHOUSE
PL : PLACE
PO BOX : POST OFFICE BOX
SW : SOUTHWEST
ST : STREET
STE : SUITE
TER : TERRACE
W : WEST

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PROPERLY ADDRESSING ENVELOPES

MARCARDIN calligraphy

PROPER FORMATTING

Married couple with the same last name
MR. AND MRS. BRENDAN RICHMOND
851 TADIELLO DRIVE
LOUISVILLE, KENTUCKY 40203

Married couple with different last names
MR. JACK WALTMAN AND MRS. ELLIE BURGESS
2048 LAVALWOOD COURT
LOUISVILLE, KENTUCKY 40203

Married couple with children
MR. AND MRS. BRENDAN RICHMOND
EMMA, DANIEL AND MEREDITH
851 TADIELLO DRIVE
LOUISVILLE, KENTUCKY 40203

When the husband is the doctor
DR. AND MRS. MARK JOHNSON
3901 SOUTH MAIN STREET
CINCINNATI, OHIO 45209

When the wife is the doctor
DR. LAURA JOHNSON AND MR. MARK JOHNSON
3901 SOUTH MAIN STREET
CINCINNATI, OHIO 45209

When both the husband and the wife are doctors
THE DOCTORS JOHNSON
3901 SOUTH MAIN STREET
CINCINNATI, OHIO 45209

Young boy
MASTER NOAH BURNS
1580 WEST STORYMAN BOULEVARD
LEXINGTON, KENTUCKY 40204

Young girl
MISS CHARLOTTE RYAN
1580 WEST STORYMAN BOULEVARD
LEXINGTON, KENTUCKY 40204

Married male couple with different last names
MR. BLAKE SCHMIDT
MR. DYLAN WALKER
31 DRAKEMAN COURT
CINCINNATI, OHIO 45234

Married female couple with different last names
MRS. LILLIAN BURNS
MRS. KAYLA MORGANSEN
7310 LITTLEMAN AVENUE
LOUISVILLE, KENTUCKY 40203

Married male couple with the same last name
THE MESSRS. MARTIN AND SETH KLEES
92 SOUTH APPLETON LANE APARTMENT 3
LOUISVILLE, KENTUCKY 40202

Married female couple with the same last name
THE MESDAMES CHRISTY AND EMMA WATTERS
4023 WEST MAIN STREET
LEXINGTON, KENTUCKY 40204

Single unmarried couple living together
MS. VIVIAN SMITH
MR. RICHARD NICHOLS
59 HEARTMAN ROAD
LEXINGTON, KENTUCKY 40204

Military
MAJOR GENERAL PATRICK NORRIS
SPC WALL,CLAYTON
D CO. 1/46 INFANTRY
4TH PLATOON
3576 WILSON ROAD
FORT KNOX, KY 40121

Canada
MISS REAGAN IVES
5034 QUEEN STREET WEST APARTMENT 18
TORONTO, ONTARIO, M5H 2M9
CANADA

Germany
FRAU
LEISEL MATTHEWS
SCHULSTRASSE 8
32547 BAD OYENHAUSEN
GERMANY

India
MR. AND MRS. TAHIR AGARWAL
FLAT NO. 100
TRIVENI APARTMENTS
PITAM PURA
NEW DELHI 110034
INDIA

Ireland
MS. BRIDGID FLANAGAN
EDLEBROOK COTTAGES
RINGSEND
DUBLIN 4

United Kingdom
MR. AND MRS. JOSEPH ROTH
5803 BRIDGETOWN WAY
LONDON EC1Y 8SY
UNITED KINGDOM