



Calligraphy Instructions

HUSBAND AND WIFE - FIRST NAMES ON INNER ENVELOPE

Mr. and Mrs. Glenn Richey
903 Altamont Road
Apartment 101
Greenville, South Carolina 29609
Glenn and Diane
or
Uncle Glenn and Aunt Diane

HUSBAND AND WIFE – FORMAL NAME ON INNER ENVELOPE

Mr. and Mrs. Glenn Richey
903 Altamont Road
Unit 234
Greenville, South Carolina 29609
Mr. and Mrs. Richey

HUSBAND AND WIFE WITH CHILDREN

Mr. and Mrs. Glenn Richey
903 Altamont Road
Lot 456
Greenville, South Carolina 29609
Mr. and Mrs. Richey or Glenn and Diane
Ryan and Zoie

SINGLE PERSON – WHO IS INVITING A GUEST

Miss Diane Richey
903 Altamont Road
Greenville, South Carolina 29609
Diane and Guest or Miss Richey and Guest

DOCTOR AND WIFE WITH CHILDREN

Doctor and Mrs. Glenn Richey
Post Office Box 25424
Greenville, South Carolina 29609
Dr. and Mrs. Richey
Ryan, Zoie, and Kim

BOTH DOCTORS

The Doctors Richey
903 Altamont Road
Greenville, South Carolina 29609
Glenn and Diane

REVEREND AND WIFE

Reverend and Mrs. Glenn Richey (or The Reverend)
Post Office Box 25424
Greenville, South Carolina 29609
Rev. and Mrs. Richey

Cost with Invitation Order

Cost is 65¢ per invitation – Inner and Outer Envelope – Black Ink

Cost is 85¢ per invitation – Inner and Outer Envelope – Colored Ink

WITHOUT INVITATION ORDER Cost is \$1.50 per invitation – Inner and Outer Envelope

Instructions using our Calligraphy Service

- (1) Guest list must be typed in **Microsoft WORD using typestyle ARIAL 10 points**. Please **EMAIL** me your guest list.
- (2) Names are to be typed as the examples shown above – left justified – one guest name underneath each other.
- (3) Add one space between each guest.
- (4) Outer Envelope; Four (4) lines of text only!
- (5) Inner envelope; Two (2) lines of text only! The parents are on the top line and the children on the second line (underneath the parents name), in age order, (oldest being first).
- (6) Everything is to be spelt out! (Please spell out State, Post Office Box etc.) – (Apartment goes on its own line)
- (7) Apartment, Unit, Lot or Suite goes on its own line do not use the number # symbol.
- (8) Names with Junior and Senior ~ Choose Jr. and Sr. or junior and senior (small (j) and (s) when spelling it out
- (9) Names on Inner Envelope ~ Man's name goes first then the woman
- (10) **Do NOT use Columns...Do NOT Number your Wedding Guests!**
- (11) *Please give us ALL of your guests at one time.*
- (12) **If you need additional envelopes printed after your order has been completed the cost is \$0.95 per invitation.**

a.) Indicate - Mr., Mrs., Ms., Miss, Reverend, Doctor, etc.
(Miss has never been married, Mrs. is married or widowed, Ms. is divorced)

b.) Children are in age order first – Oldest to Youngest

c.) If you have middle names, you should use them.

d.) Names must be typed in upper and lower case.

• Apartment = Apartment • Unit = Condominium • Lot = Trailer Park Lot • Suite = Office

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL – DIANE RICHEY ~ 864.963.9633