

Going



Postal

DESIGNS

General Tips

- Order additional invitations as mementos for yourselves as well as parents. There's also the likelihood your fiancé may have some last minute additions.
- Expect to pay more for additional layers, embellishments, (such as bellybands, ribbons or Swarovski Crystals) heavier stock and or higher quality stocks
- Response date is generally set 2 weeks before the event date.
- The number of actual invites is not equal to the number of guests. Remember couples share an invitation as do families with children under the age of 18
- Addressing mistakes may happen, either by your own hand or your calligrapher. Order extra envelopes
- Square invitations require additional postage
- A professional calligrapher presents a memorable first impression to your guests and makes them feel special when they see their name penned so handsomely.
- If you have a calligrapher request the envelopes to arrive earlier to provide time for addressing
- Mail invitations 6 to 8 weeks prior to event.
- Any mention of gifts or registries is unacceptable
- A return address (sans names) should appear on the back flap of the outside envelope.

Compiling & Mailing your Invitations

Stacking Order:

- Reply card (faced up) tucked under the flap of the face down reply envelope
- Reception card
- Invitation

Before sending your invitations, we highly recommend taking a sample to the post office to confirm proper postage.

Mailing Tips

- Do 20 at a time, or as they are packaged—one package at a time.
- Have your stuffed invitation weighed at the post office before buying postage.
- Choose stamps with a meaningful image or colors that compliment your invitation. Custom stamps are also available.
- Labels are not considered acceptable.
- To avoid handwriting legibility, make a numbered list and lightly write corresponding numbers on the back of each card.
- Response card envelopes should always have the proper postage affixed.
- Don't forget to subtract the number of reply cards that will be mailed to foreign countries. Those invited guests will have to purchase and apply their native postage to the reply card envelope.
- If you are addressing them yourself, use a ruled cardstock paper and a light-box to maintain straight lines.
- Be sure to test your writing instrument on a sample envelope.
- Once an envelope has been sealed—allow it to dry flap side up for a few minutes to prevent smearing the address and/or name of one placed above it.
- Request hand cancelling at the post office, under no circumstances should you use a postal meter for your invitations or reply cards.
- Chances are you do not want to lick all of the envelope flaps, try an embellished sticker.