



## ADDRESSING GUIDELINES

Please read these guidelines thoroughly so that you understand all additional charges that may apply and also how to possibly avoid them. All envelopes will be addressed according to standard rules of etiquette unless you specify otherwise. States and any abbreviations will be written in full.

\* For centered address formats only, address lists must be numbered for easy reference and sent in electronic centered format. Addresses may be sent in an Excel document if the addresses are shown vertically (not horizontally - see example) or they may be sent in a Word document.

Mr. and Mrs. Gabe Smith
123 Main Street
Anywhere, NY 54321

\* For all other address formats, lists do not need to be centered as above, but should be sent electronically or as printouts. Please number your addresses for easy reference and format them in **column form** (not across the page).

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\* Children's names will be listed on the inner envelope only on a second line after the parents' names. If there is not an inner envelope, they will be listed on a second line\* on the outer envelope.

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\* Envelopes with liners or thick envelopes that won't allow for a guide through to show through will incur a \$.50 additional charge per envelope for preparation.

**Extra lines:** Additional lines include anything over three lines on outer envelopes and two lines on the inner envelope. Extra lines will incur a \$.50 additional fee.

**Extra envelopes:** Please plan to supply at least 20% extra envelopes or place cards for testing the ink and to allow for any errors or last minute additions. If you do not have extra ordered, you run the risk of having to order more at an inconvenient time.

**Deposit:** Before services are rendered, a \$50 non-refundable deposit is required upon placement of order of 100 or more addressed envelopes.

**Format:** Please number your pages for easy reference. If you have inner and outer envelopes that need to be addressed, please have two columns with the *outer* address on one side and the *inner* on the other side.

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