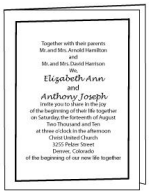
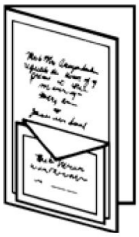
Prepare Your Invitations for Mailing



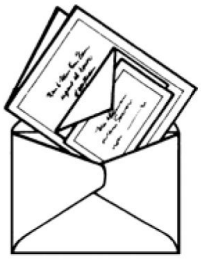
Single Fold Invitations – Fold with printing on the outside. Place the enclosures on top of the invitations.

Front Design Invitations – Fold with design on the outside and the printing on the inside. Place the enclosures inside.

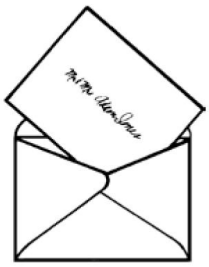


Accordion, French or Tri-fold Invitations – Place the enclosures inside the second fold.

Protective Tissues (Optional) – Placed over invitation printing. Not available with all invitations.



Enclosures – Placed printed side up. The reception card is first with the other enclosures on top. The response enclosure should be tucked under the flap of the stamped response envelope.



Insert invitation and enclosures into the Inner Envelope – Folded edge first and the front of the invitation facing the back of the envelope.

Insert the inner envelope, unsealed, into the outer envelope – Face guests' names to the the back of the outer envelope.

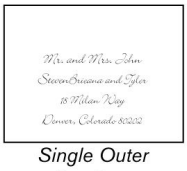
Addressing Your Envelopes

Inner Envelope

Inner Envelopes – Inner envelopes have ungummed flaps and are often ordered with a colored liner. Address with names only. Do not use the first names of the recipients except when inviting children. Their names should be written on a line below their parents' names.

Outer Envelope

Outer Envelopes – The outer envelope is slightly larger than the inner envelope and the flap is gummed on the inside. Address the envelope using formal names and the complete address. Do not abbreviate.



Single Outer Envelope

Single Outer Envelopes – If you have selected an invitation that does not include an inner envelope, or if you choose not to use your inner envelope, you may follow traditional addressing rules for outer envelopes or create a new way that works best for you.

Mailing Your Invitations

Mail all of your invitations at the same time, 5 to 8 weeks before the wedding date. If you are including response cards with your invitations, include stamps on the return envelopes as well. To avoid postal delays take your invitation ensemble, including all envelopes and enclosures to your post office to determine proper postage. Be sure to include a return address on each outer envelope.