

Name	Home Street	Home Street 2	Home City	Home State	Home Zip	Inner Envelope (only if addressing inners)	Special Instructions
Mr. and Mrs. Charles Smith	123 Main Street		Chicago	IL	20789	Charles and Mary	
Mr. John Jones	487 121st Street	Apartment 4	New York	NY	11001	John and Guest	
Mr. and Mrs. Greg Johnson	39768 Birch Avenue		Des Moines	IA	47920	Greg and Mary, Johnnie and Sarah	Johnnie & Sarah are children

Follow this format when creating your guest list in **Excel**. Put any information in the last column (Special instructions) to explain anything that is out of the ordinary so that we can address the envelopes correctly.

If using **Word**, follow the format below and just list the names and addresses line by line – **DO NOT USE COLUMNS OR LABEL FORMAT**

Ex. Mr. and Mrs. Charles Smith
123 Main Street
Chicago, IL 20789
Charles and Mary (only use this line if addressing inner envelopes)
(SKIP A LINE IN BETWEEN ENTRIES)

Mr. John Jones
487 121st Street
Apartment 4
New York, NY 11001
John and Guest (only use this line if addressing inner envelopes)

Outer envelope addressing fee is \$1.50 per envelope
Inner envelope addressing fee is \$1.00 per envelope additional

**** Send the completed list to withallmyheart@optimum.net when it is completed.**

****It will take approximately 2 weeks for the addressing to be completed once your list is sent and the envelopes are received.**