

Preparing Your Invitations for Mailing



A



B



C

Single-Fold Invitations -

- A) Fold with printing on the outside. B) Place the enclosures on top of the invitations.
- C) Insert invitation and enclosures into the inner envelope.



A&B

Front-Design Invitations -

- A) Fold with design on the outside and the printing on the inside.
- B) Place the enclosures inside.
- C) Insert invitation and enclosures into the inner envelope.



C

Accordion- French- or Tri-fold Invitations (not shown) - Place the enclosures inside the second fold.



Additional Important Information:

Enclosures: Place enclosures printed side up. The reception card is first with the other enclosures placed behind. The enclosures should be tucked under the flap of the stamped response envelope.

When inserting the invitation and enclosures into the inner envelope, insert the folded edge of the invitation first and the front of the invitation facing the back of the envelope.

(shown at left) - Insert the inner envelope, unsealed, into the outer envelope. Face guests' names to the back of the outer envelope.



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