

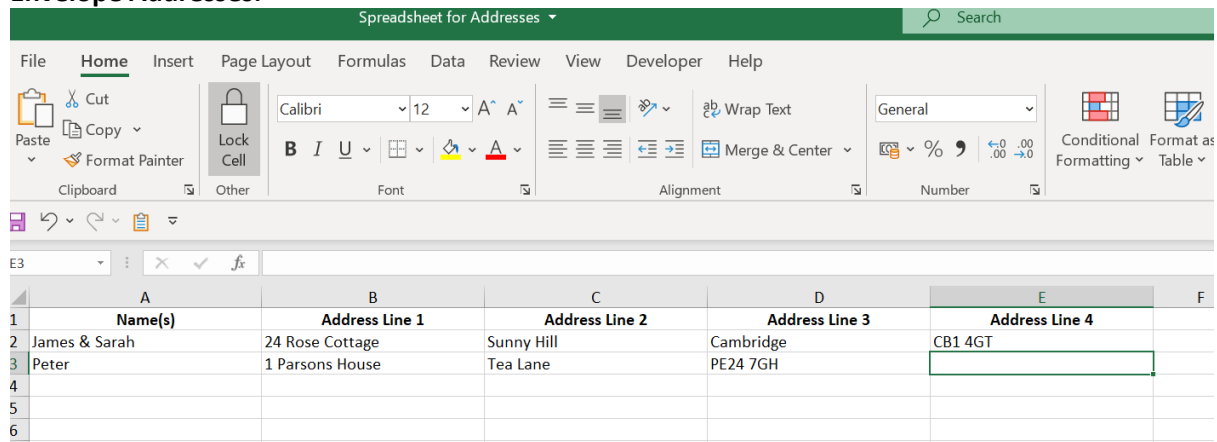
Guest Names & Addresses for Envelopes

Names and Addresses for envelopes must be in a table or spreadsheet (Word or Excel) or, if you do not have access to those, a comma delimited list. The information for each envelope must be on one line with each line of text for that envelope in a separate column.

- Please do not precede the lines with a number. Please write them exactly as you would like them to appear on your envelopes as we will copy and paste them.
- We do not spell check or correct punctuation/capital letters.
- All text must be typed out. We cannot copy names and addresses from photographs.
- Please do not leave blank cells as these will 'print' as a blank line on the envelope. For example, in the image below if we were to put the PE24 7GH postcode into the Address Line 4 column, leaving the Address Line 3 blank, there would be a blank line on your envelope between Tea Lane and the postcode.

Here is an example of how to complete your spreadsheet:

Envelope Addresses:



	A	B	C	D	E	F
1	Name(s)	Address Line 1	Address Line 2	Address Line 3	Address Line 4	
2	James & Sarah	24 Rose Cottage	Sunny Hill	Cambridge	CB1 4GT	
3	Peter	1 Parsons House	Tea Lane	PE24 7GH		
4						
5						
6						

If you do not have access to either MS Word or MS Excel (or their Mac equivalents), please write the text out in an email as follows, using commas to separate out each portion of text, and without any preceding numbers, spaces, or symbols. For example:

James & Sarah,24 Rose Cottage,Sunny Hill,Cambridge,CB1 4GT
Peter,1 Parsons House,Tea Lane,PE24 7GH

Do not use commas within the text itself (e.g. 24, Rose Cottage) as the comma between 24 & Rose Cottage will act as a line break. Please do not leave any blank lines between each line of text. There is no need to put spaces in before the commas as these will be treated as a character and 'print'. Each line of text represents one envelope. Each comma represents the start of a line of text on that envelope.

If you list the names as:

1) James & Sarah,24 Rose Cottage,Sunny Hill,Cambridge,CB1 4GT

then your envelope will have

1) James & Sarah

printed as the first line and not:

James & Sarah

Please don't hesitate to contact us before compiling the information if you are unsure about anything. We are happy to help and can also send you a blank spreadsheet to fill in.

FONTS

Please note that some fonts print capital letters as a large lower-case letter (for example the N in fonts 5, 6, and 7 below, along with several others). Please let us know before approving your order for print if you'd prefer a different font. We cannot edit individual letters. Please also check with us in advance if your names use foreign characters as these do not always translate well into all fonts.

Primary Fonts List (Font 12)

This is a list of our recommended **primary** fonts: swirly, calligraphic, and attention grabbing. Pick one and let it be the guiding light and add a bit of personality to all your stationery. Identify what style wedding you want to portray to your guests - minimalist, modern, traditional, quirky, elegant or boho. These are ideal to use for small sections of text for example the couple's names, headings, and dates on many of our products.

Font 1: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 2: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 3: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 4: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 5: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 6: —ABCDEFGHIJKLMN OPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz —

Font 7: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 8: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 9: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 10: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 11: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 12: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 13: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 14: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

SECONDARY FONTS LIST

This is a list of our recommended **secondary** fonts that compliment our attention-grabbing & swirly fonts best. These are ideal to use for the bulk of your information such as addresses, telephone numbers & gift lists as they are easier to read when there is more text.

Font 1: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 2: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 3: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 4: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 5: ABCDEFGHIJKLMNOPQRSTUVWXYZ ABCDEFGHIJKLMNOPQRSTUVWXYZ

Font 6: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 7: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Font 8: ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

We recommend selecting a font from the Secondary Fonts List for the actual addresses on envelopes as they are easier to read.

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Your Specialists for Bespoke Wedding Stationery