

# *Invitations For Less*

## *Data Files Submission Instructions*

### *Envelopes*

After you have created your list of names and address, the names and addresses need to be sent in 2 WORD files for us to address. There would be one WORD file for the outer envelope and one WORD file for the inner envelope. If only one envelope is being used please submit 1 WORD file by combining the information. See examples below.

Please keep the names on the files in the same order and please proof carefully; no abbreviations or punctuation unless you really want it done that way. We are fully versed in Invitation Addressing Etiquette and will be happy to assist you. **DO NOT send a name/address that is incomplete.**

### **EXAMPLES FOR DOUBLE ENVELOPE SUBMISSION**

#### **Outer Envelope WORD File:**

Mr. and Mrs. John L. Smith  
1010 Oak Street Northwest  
Olean, Mississippi 65999

Mrs. Janet A. Toth  
241 Snow Boulevard Southeast  
Minnetonka, Minnesota 55405

#### **Inner Envelope WORD File:**

Mr. and Mrs. Smith  
Robert and Susan

Mrs. Toth and Guest

### **EXAMPLES FOR SINGLE ENVELOPE SUBMISSION**

Mr. and Mrs. John L. Smith  
Robert and Susan  
1010 Oak Street Northwest  
Olean, Mississippi 65999

### *Place Cards for Table Seating*

Please submit your list for table seating in a WORD file. The file should be by Table Number with the name of each person assigned to that table.

#### EXAMPLE:

Table 1  
John Smith – fish (if applicable)  
Mary Smith – chicken (if applicable)  
Robert Smith – child's plate (if applicable)

Table 2  
Janet Toth – filet (if applicable)  
Janet Toth's Guest – vegetarian (if applicable)

If you have questions please CONTACT US.

\*\*\* If you prefer to submit your list in an EXCEL file, we will convert it for a \$35 charge.