
ASSEMBLY AND MAILING INSTRUCTIONS

DESCRIPTIONS OF CONTENTS

Invitations:	Sheets containing printed copy
Tissues:	Traditional sheet used to cover printing
Enclosures:	Reception card, at home card, respond card and envelope, dance card
Inside envelopes:	Slightly smaller envelope with no glue on flap
Outside envelopes:	Larger envelope with glue on flap

Fold your invitations. These are single fold or a French fold (requiring two folds). Some styles of invitations will have a cover design, then the invitation will be folded so that the printed copy appears on the inside. If there is no design, the printed copy will appear on the front after it is folded.

After the invitation is folded, the tissue is placed over the printed copy. Then the invitation, along with the accompanying cards, (the enclosures are placed face down on top of the tissue) is placed in the inside envelope. The front design or printed copy should face the back of the envelope when inserted.

The **INSIDE** envelope is addressed as follows:

Mr. and Mrs. Brock - - First names are omitted

Mr. and Mrs. Brock

John, Sue and Tim - - Children are in order of age. Children over the age of sixteen should receive a separate invitation. (Omitting the 'is' names infers they are not invited).

The **OUTSIDE** envelope is handwritten and addressed with formal name and complete mailing address.

The inside envelope is placed into the larger outside envelope with the name of the guest facing the back. The outside envelope is then sealed. If you did not have the return address embossed or printed on the envelope, you may wish to write out your return address on the flap of the envelope.

See back side for important information about extra sheets and envelopes!

EXTRA SHEETS -- You will find a small overage on invitations. These can be used in the event a defective sheet escaped our inspection or as a keepsake.

NO EXTRA ENVELOPES -- Envelopes are machine counted and hand inspected. NO extras are included. Please be careful when addressing them.

If you need extra inside or outside envelopes, send 50¢ for handling and 5¢ for each envelope along with invitation number or a sample of either the invitation or envelope to:

House of Envelopes
P.O. Box 3422
Mankato, MN 56001

Envelopes will be returned within 10 days. (For printed envelopes, please see your Dealer).

Fill out the information below and return it with your money. Remember to send a sample of invitation or envelope if you do not have the item number of the invitation.

Item Number _____

Quantity of inside envelopes _____

Quantity of outside envelopes _____

Be sure to print clearly because this will be your shipping label.

House of Envelopes
P.O. Box 3422
Mankato, MN 56001

Name _____

Address _____

City _____ State _____ Zip _____