

digital calligraphy guidelines

Over the years we have seen every kind of address list imaginable. We have compiled this list of guidelines which ultimately allows us to create a beautiful finished product for you!

envelope calligraphy:

If you wish to use our services, please schedule your order as soon as you have an approximate date that the envelopes will arrive at our office. Orders not scheduled will be handled “first-come, first-served.” Rush services may be available at an additional fee.

address list & order guidelines:

- Word, Excel or similar formats are acceptable (see examples below). If using Excel or similar format please remove extra columns and rows—guest count, blank or incomplete address lines, etc.
- All address lists must be typewritten; preferred font size 12-14. Any list received that is not typewritten or unreadable will be refused.
- Lists will be typed *as written*—please carefully check all names and address spellings as well as zip codes. We do not add or remove items—Mr., Mrs., Ms., Miss, Master, Dr., and Guest, etc. If it is not on the list it will not be included on the envelope.
- Please spell out all parts of the address without abbreviations. If we find abbreviations, we will spell them out—IL (Illinois), & (and), St. (Street), N. (North), # (Number), etc. The previous statement does not apply to prefixes (e.g.: Mr., Mrs., etc.).
- Any changes to the list must be *typewritten*—no changes are accepted via telephone or voicemail.
- We require extra envelopes for each order—one for every ten envelopes. If you are ordering your invitations from Autumn Writings, please disregard this requirement.
- Please include one invitation with the envelopes—we will use this to match the font style and ink color. A proof will be sent with a representation of the Digital Calligraphy. We will begin the order once we have received your approval.
- After we have received your proof approval, orders take approximately 1-2 weeks to complete.
- Helpful Hint: Answer your address and zip code questions by visiting www.usps.com and click on the “Find A ZIP Code” link.

address list examples:

Word format:

Mr. and Mrs. Jeffrey Driver
10024 Bronx Avenue
Skokie, IL 60077

Miss Sally Doe & Mr. Merle Driver
555 Somewhere Lane, #1
Somewhere, State 55555

Mr. John Doe and Guest
1 Anywhere Road, Some County
Flat 1
London, England
United Kingdom

Excel format:

Name:	Address:	City:	State:	Zip Code:	Country:
Mr. & Mrs. Jeffrey Driver	10024 Bronx Avenue	Skokie	Illinois	60077	
Miss Sally Doe & Mr. Merle Driver	555 Somewhere Lane, No. 1	Somewhere	State	55555	
Mr. John Doe & Guest	1 Anywhere Road, Some County, Flat 1	London	England		United Kingdom

placecard calligraphy:

If you wish to use our services, please schedule your order as soon as possible. Orders not scheduled will be handled “first-come, first-served.” We will need your placecard list—names and table numbers—by 5:00pm CT six business days prior to the date of the event. If this deadline is not met, a Rush Order Fee of 15% of the final invoice total (\$25 minimum) will be applied.

placecard list guidelines:

- Please list guests by table number *not* alphabetically (see example below).
- The same guidelines listed under “envelope calligraphy—address list & order guidelines” apply.
- After we have received your approved proof, placecards will be completed 2-3 days prior to the event. This completion date is completely dependent on when we receive the list and the placecards.

placecard list example:

Table 1

Mr. & Mrs. Jeffrey Driver
Mr. John Doe & Guest
Miss Sally Doe & Mr. Merle Driver
Mrs. Doris Driver

Table 2

Mr. Frank & Dr. Jane Doe
Dr. & Mrs. Jonathan Doe
Jake & Ellie Doe
The Driver Family

Head Table

Mr. and Mrs. Happy Couple
Mr. and Mrs. Jim In-Laws
Mr. and Mrs. John In-Laws

digital calligraphy information

digital calligraphy limitations:

Please note that there are exceptions to our limitations and are handled on an order-by-order basis.

- Minimum Envelope Size: 3.5” x 5”
- Maximum Envelope Size (One Side): 8.5” or less
- We are unable to print on extra thick envelopes which usually include envelopes lined with or made of cardstock. Clients have requested invitation companies to send their envelopes without the liners attached. Our office can attach the liners after printing for an additional fee.
- We are unable to print on certain Metallic stocks (i.e.: Stardream, Stardust, Shimmer, etc.). We can test print on one envelope to see if the ink will adhere and not fade.
- We are unable to print with metallic inks (i.e.: Metallic Silver ink will be matched closely with a flat Grey ink).
- We are unable to print light ink colors on dark envelopes (i.e.: White ink on Chocolate envelopes).

payment:

Payment is due upon receipt of your completed order. We accept cash and checks made payable to “Autumn Writings.” If you would like to pay with a credit card, we offer online invoicing through PayPal. Online invoices must be paid in full prior to order dispatch.