

*Calligraphy by Paige Tanenbaum*

*805 Tupelo Bay Drive*

*Mount Pleasant, South Carolina 29464*

*843-367-6705*

## The Guest List

*Please type your list exactly how you want your guests' names and addresses to appear. Do not use abbreviations and center the addresses with the zip code separately on its own line.*

*Examples below:*

### ***Outer & Inner Envelopes:***

*Mr. and Mrs. Matthew Joseph McCrosson*

*36 Pitt Street*

*Mount Pleasant, South Carolina*

*29464*

*Mr. and Mrs. McCrosson (formal names used for the inner)*

*or*

*Matthew and Anna (informal names used for the inner))*

### ***Outer Envelopes Only:***

***(Engaged couple or couple living together)***

*Mr. Matthew Joseph McClain*

*and Miss Abigail Grace Tanenbaum*

*36 Pitt Street*

*Mount Pleasant, South Carolina*

*29464*

***(Addresses with apartment numbers)***

*Mr. Matthew Joseph McClain*

*36 Pitt Street*

*Apartment Number E Three*

*Mount Pleasant, South Carolina*

*29464*

### ***Answers to Common Questions:***

- Children 18 and older receive their own invitation.*
- Provide full names, including middle names (if available).*
- Do not use abbreviations; Spell out: junior, senior, Doctor, Street, Drive, Boulevard, Saint (St.) Mount (Mt.), etc.*
- Spell out Apartment, Number, Unit, etc.*
- Spell out all numbers 20 or below: Twenty, Seven, Nine, etc.*
- Spell out all states and do not abbreviate.*

- Use separate lines when addressing a married couple with different last names, when the female is an MD or judge, for unmarried couples or for an engaged couple.
- The zip code goes on its own line, on the last line.
- Regarding inner envelopes: It is common to address close friends & family by first name & those not as close by Mr. & Mrs.
- When using “and family” or “and guest”, neither is capitalized.

### ***Other Important Notes and Pricing:***

- Deposits in the amount of \$150 required to hold applicable dates for jobs exceeding more than 100 addresses. Payments accepted via Venmo, Paypal or Personal Check. Venmo handle: Paige-Tanenbaum-1
- If your guest list has already been compiled in Excel, and you do not have time to convert it to my specifications, I can convert your list for \$20-\$30. My preferred setup for your guest list allows me to work more efficiently and with fewer errors.
- Please provide approximately 10-15 extra envelopes per 100 envelopes allowing for mistakes, changes and additions. It is recommended that you order 10-15% more envelopes than invitations.
- My fee for addressing an invitation set (inner and outer envelope) is \$3.50 per set. Single envelopes are \$3.00. (Prices are subject to increase for last minute job requests or custom designs.)
- Extra lines including additional lines for partners, children, apartment numbers, etc. are 50 cents per line.
- There are no additional charges for addressing in Black Ink.
- I can match the ink color of your font used on your invitation; however, there is an additional charge based on how many acrylics or inks needed for mixing and the time involved. This price usually ranges from \$10-\$15 per 100 addresses.
- Stuffing and stamping is also available for a minimal fee. This fee is typically \$1-\$1.50 per invitation suite which includes the assembling of the invitation suite (reception, reply card & reply card envelope along with stamping the invitation envelope and the reply card envelope and sealing). I can mail them for you as well.
- Custom Designed invitation suites written by hand in calligraphy range from \$100-\$250.

For more examples of my work you can visit my webpage:

[www.calligraphybypaigetanenbaum.com](http://www.calligraphybypaigetanenbaum.com)

or find my Facebook page:

<http://www.facebook.com/CalligraphybyPaigeTanenbaum>