

Helpful tips on Submitting a List for Hand Lettering

The list should be formatted in a Word document using a readable font, such as arial or times new roman.

Example:

Mr. and Mrs. Robert Smith
282 West Gate Road
Galveston, Texas 80028

Or if you prefer your addresses to be centered:

Mr. and Mrs. Robert Smith
282 West Gate Road
Galveston, Texas 80028

Please send your list in alphabetical order, this is helpful if we need to inquire about the listing.

Please spell check your document. It is vitally important that you check and recheck your list to be sure there are no errors. If we catch a zip code or spelling error, we will consult with you regarding a possible change. Envelopes that must be redone will incur an additional charge.

Most jobs require approximately 2 weeks from the drop off date. Larger events require a bit more time; smaller events require a bit less time – so please plan accordingly.

We typically require that you purchase an additional 25 envelopes when placing your invitation order, so please plan accordingly if you will be hiring a lettering expert for your event.

If you have any questions regarding address etiquette, please ask. We are happy to assist you in any way we can, so your special event will include all the finishing touches and attention to detail you expect.