



Basic rules of etiquette

Do not use abbreviations other than "Mr." or "Mrs."
Spell out Avenue, Road, and Street as well as the State name.
Include zip codes on the same line with the city and state.

Remember! Before purchasing stamps, have one fully assembled invitation weighed at the post office to determine proper postage. Don't forget to purchase stamps for the respond envelopes as well.

Invitations with a *single envelope*

Married Couples

Married couples living in the same house:

Mr. and Mrs. George Smith
800 Park Avenue, 3C
New York, New York 10025

Married couples in which the woman has retained her maiden name or professional name--
some experts say the woman's name appears first:

Ms. Elaine Austin Rogers
Mr. Edward Paris Whittemore
Three Greenleaf Lane
Huntington Beach, California 94640

Others suggest the names be listed alphabetically:

Ms. Judy Paris
Mr. Benjamin Jeffery Straton
etc.

Mr. Bernard Dawson
Ms. Anne Fisk
etc.

Unmarried Couples

Unmarried couples living in the same house should be listed alphabetically:

Ms. Elaine Alla
Ms. Susan Zaph
40 Sparrow Drive
Dallas, Texas 75341

Ms. Caroline Parker
Mr. David Randolph
Three Greenleaf Lane
Huntington Beach, California 94640

Family Invitation

A family with young children:

Mr. and Mrs. George Smith
Martha and Susan
800 Park Avenue, 3C
New York, New York 10025

It is considered correct to send a separate invitation to each child 18 years or older.

Single Individual with Guest

If you wish to encourage a single friend to invite a guest, find out the guest's name, especially if the couple is engaged, living in the same house, or seeing each other on an exclusive basis. If they live at different addresses, it is considerate to send an invitation to the guest directly. Otherwise address as follows:

Ms. Evelyn Phelps
Mr. John Wesley Eight
Beaver Dam Road
Seattle, Washington 98110

If you cannot obtain the name ahead of time, it is also correct to address:

Ms. Evelyn Phelps and guest
Mr. John Wesley and guest