

## INVITATION PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your invitation: 5.125" x 7.625" for invitations (Item No. TW118); or 4.75" x 6.75" for your response card. Set all document margins as indicated on your Test Sheet.
3. Select a font and type your wording. Adjust the font and size as desired. (See wording and layout sample enclosed). Run spell check.
4. Preview your invitation or response card with the print preview option.
5. Photocopy the Test Sheet on the reverse side of this sheet if you would like to have multiple copies.
6. Place the Test Sheet in the manual feed tray on your printer.
7. Print one copy on the Test Sheet to verify that the wording is positioned correctly. Make any necessary revisions or changes.
8. Print your invitations, assemble and mail.

## INVITATION ASSEMBLY INSTRUCTIONS

Place the printed, cardstock invitation inside the folded vellum sheet. Wrap a length of ribbon around the vellum and tie in the front with a knot.

The invitations and response cards are inserted into the large envelope in size order with the invitation first. Next, the response envelope is placed face down on top of the invitation, with the response card facing up, under its flap.

Wedding invitations should be mailed 4-6 weeks prior to the wedding. Invitations usually incur extra postage because of their weight. Prior to mailing, take the finished invitations to the Post Office and weigh to determine postage.

## INVITATION WORDING AND LAYOUT

Traditionally, wedding invitations are printed in black ink, with centered type in a formal font. They are always phrased in the third person. "Request the honour of your presence" is used when the wedding ceremony is held in a house of worship. The English spelling of "honour" is commonly used. For all other locations use "request the pleasure of your company." You can follow the wording samples shown below, or use them as a starting point for your own creation!

### Given by the Bride's Parents

*Mr. and Mrs. Robert Wesley Thomas  
request the honour of your presence  
at the marriage of their daughter  
Gwendolyn Merritt  
to  
Mr. William Garret Barnes  
Saturday, the fifteenth of May  
Two thousand nine  
at six o'clock  
First Baptist Church  
125 Main Street  
Dallas, Texas*

### Given by Both Parents

*Together with their parents  
Miss Gwendolyn Merritt Thomas  
and  
Mr. William Garret Barnes  
request the honour of your presence  
at their marriage  
Saturday, the fifteenth of May  
Two thousand nine  
at six o'clock  
First Baptist Church  
125 Main Street  
Dallas, Texas*

### Given by the Bride & Groom

*The honour of your presence  
is requested at the marriage of  
Miss Gwendolyn Merritt Thomas  
to  
Mr. William Garret Barnes  
Saturday, the fifteenth of May  
Two thousand nine  
at six o'clock  
First Baptist Church  
125 Main Street  
Dallas, Texas*

### Wedding Announcement

*Mr. and Mrs. Robert Wesley Thomas  
have the honour of announcing  
the marriage of their daughter  
Gwendolyn Merritt  
to  
Mr. William Garret Barnes  
Saturday, the fifteenth of May  
Two thousand nine  
at six o'clock  
First Baptist Church  
125 Main Street  
Dallas, Texas*

### Response or Reception Card

*The favour of a reply  
is requested before the tenth of April*  
M \_\_\_\_\_  
will \_\_\_\_ attend

M \_\_\_\_\_  
will \_\_\_\_ attend

*Reception  
immediately following ceremony  
Cross Creek Country Club*

*Reception  
at seven o'clock in the evening  
301 West Pine Drive*