

INVITATION PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your invitation: 4.875" x 7".
Set all document margins as indicated on the Test Sheet (see reverse).
3. Select a font and type your wording. Adjust the font and size as desired.
(See wording and layout sample below). Run spell check.
4. Preview your invitation with the print preview option.
5. Photocopy the Test Sheet located 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 sleeve. Add a finishing touch from our line of coordinating embellishments such as: a ribbon, personalized tag, paper flower or buckle.

The assembled invitation is inserted into the envelope with the front facing toward you. Insert the response card face up under the flap of the response envelope. Insert the response card set behind the invitation facing toward you.

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." Follow the wording sample shown, or use it as a starting point for your own creation!

*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*

TOP MARGIN .5"

LEFT MARGIN .5"

INVITATION TEST SHEET

SHEET SIZE: 4.875" X 7"

*Use this sheet to test print your invitation.
For multiple tests, make copies of this sheet before use.*

RIGHT MARGIN .5"

BOTTOM MARGIN .5"