

# INVITATIONS & STATIONERY

Notes

STATIONER		
Phone:		
Website:		
Budget Cost:		Actual Cost:
Date Ordered:		Date Promised:
Description/notes:		
STATIONERY CHECKLIST	Quantity	Price
<input type="checkbox"/> Save-the-Dates		
<input type="checkbox"/> Invitations		
<input type="checkbox"/> Programs		
<input type="checkbox"/> RSVP Cards		
<input type="checkbox"/> Place Cards		
<input type="checkbox"/> Table Cards		
<input type="checkbox"/> Menu Cards		
<input type="checkbox"/> Rehearsal Dinner Invitations		
<input type="checkbox"/> Thank You Cards		
<input type="checkbox"/> Other		

ADDRESSING ETIQUETTE	
Guest	Outer Envelope
Married Couple	Mr. and Mrs. Joe Smith
Married Couple with Different Last Names	Mr. Joe Smith and Mrs. Ann Wilson
Married Couple with Hyphenated Last Name	Mr. Joe Smith and Mrs. Ann Wilson-Smith
Married Couple with Children	Mr. and Mrs. Joe Smith Ally, Kailey, Addison, Sadie and Kenzie
Unmarried Couple	Mr. Joe Smith and Ms. Ann Wilson
Single Person with Guest	Mr. Joe Smith and Guest or Ms. Ann Wilson and Guest
Divorced or Widowed Woman with Guest	Mrs. Ann Wilson and Guest
Married Judge	The Honorable and Mrs. Joe Smith
Married Clergy	The Reverend and Mrs. Joe Smith
Married Couple, Male Doctor	Doctor and Mrs. Joe Smith
Married Couple, Female Doctor	Doctor Ann Smith and Mr. Joe Smith
Married Couple, Both Doctors, Different Last Names	Doctor Joe Smith and Doctor Ann Wilson
Married Couple, Both Doctors, Same Last Name	The Doctors Smith
Same Gender Couple	Mr. Joe Smith and Mr. Bob Green