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Invitation Prep and Mailing Tips

- **Place invitation with the text up.**
- **Place reception card on top, with text facing up.**
- **Number response cards on back.**
- **Number guest list to coordinate with numbers on response cards.**
If a guest forgets to put his/her name on response card you will know who is responding
- **Affix postage to reply card envelope and tuck reply card under flap.**
- **Place reply card and other accessory cards on top of reception card by size, placing the smallest accessory on the top.**
- **Insert the invitation and all accessories into the envelope.**
- **After sealing envelope stack in groups, place under a stack of books.**
This will ensure the seal is tight on the envelope and the enclosures will not fall out
- **Hand cancel your invitations .**
This is the best protection for them arriving at their destination in the condition that they were mailed.