

INVITATION PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your invitation: 5.225" x 7.75" or, 4.75" x 6.75" for your response card. Set all document margins as indicated on your Test Sheets.
3. Select a font and type your wording. Adjust the font and size as desired. (See wording and layout samples 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

For gatefold invitation wrap the folded paper around the printed cardstock invitation. Lace ribbon through diecut holes on either side of the gatefold and tie in the front with a bow. Cut any excess ribbon.

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 and envelope 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.

Add a finishing touch to your event by using the coordinating place cards and thank you notes.

TOP MARGIN .5"

LEFT MARGIN .5"

INVITATION TEST SHEET

SHEET SIZE: 5.225" X 7.75"

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

RIGHT MARGIN .5"

BOTTOM MARGIN .5"