

## RESPONSE CARD PRINTING INSTRUCTIONS

1. Open your word processing software.
2. Adjust your document size to match your enclosure card: 4.75" x 6.75".  
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 enclosure card 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 cards, assemble and mail.

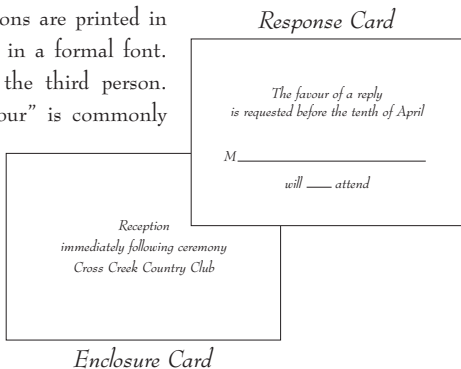
## INVITATION ASSEMBLY INSTRUCTIONS

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. The English spelling of "favour" is commonly used. Follow the wording samples shown, or use them as a starting point for your own creation!



TOP MARGIN .5"

LEFT MARGIN .5"

CARD 1

TEXT BOX SIZE: 3.75"x 2.375"

RESPONSE CARD TEST SHEET  
RESPONSE CARD SHEET SIZE: 4.75" X 6.75"

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

RIGHT MARGIN .5"

BOTTOM MARGIN .5"

TOP MARGIN .5"

LEFT MARGIN .5"

CARD 2

TEXT BOX SIZE: 3.75"x 2.375"

RIGHT MARGIN .5"

BOTTOM MARGIN .5"