



A Written Treasure Checklist for Addressing Envelopes

- 1) **Please have your list completed in Excel**
- 2) Any last minute additions, please send separately in an email; please do not resend Excel list.
- 3) Excel sheet should contain these columns:
Please do not combine columns (scroll down to page 2)
 - a. Outside Envelope
 - b. Inside Envelope (*include and Guest | Children*)
 - c. Address (*spell out; no abbreviations*)
 - d. City
 - e. State (*spell out; no abbreviations*)
 - f. ZipWant to add a second line within your cell? (ie Children's Name)
 - g. ALT + Enter

*Outside Envelope:
Mr. and Mrs. Thomas Adamson
3115 Lakeside Drive
Rockwall, Texas 75087*

*Inside Envelope:
Mr. and Mrs. Adamson
Trent and Piper*

- 4) **Items to include to Calligrapher:**
 - a. Envelopes
 - b. Extra Envelopes (at least 10%)
 - i. Increments of 25 are most often offered by stationer.
 - c. One invitation for reference
- 5) If Stuffed by Written Treasure (additional fee):
 - a. Inside and Outside Envelopes
 - b. Extra Envelopes (at least 10%)
 - i. Increments of 25 are most often offered by stationer.
 - c. Invitations
 - d. Inserts (ie RSVP Cards)
 - e. Stamps
 - i. *By request* - WT can purchase stamps for you.
The final cost will be added to your invoice.
- 6) 50% Deposit:
 - a. Check
 - b. PayPal

Shipping Instructions for Dallas Area residents:

UPS Ground has been the cheapest and fastest.
Package arrives "next day" if in the DFW area.
Cost: Usually between \$10 - \$20

A Written Treasure
% Marie Adamson
3115 Lakeside Drive
Rockwall, Texas 75087

P: 972.567.4710
F: (1) 413.618.9333
E: marie@writtentreasure.com

Local Pick-Up and Delivery
(in person)
subject to \$30 fee

Outside Envelope	Inside Envelope	Address	Apartment / Suite	City	State	Zip	Company
<i>Sample: Mr. and Mrs. Brian Adamson</i>	<i>Mr. and Mrs. Adamson</i>	<i>3115 Lakeside Drive</i>		<i>Rockwall</i>	<i>Texas</i>	<i>75087</i>	
<i>Sample: Ms. Sarah Houston Mr. Davin Fackrell</i>	<i>Ms. Houston and Mr. Fackrell</i>	<i>1215 Main Street</i>	<i>Suite 210</i>	<i>Mesquite</i>	<i>Texas</i>	<i>75150</i>	