

Assembling Invitations

OK, so your envelopes - inner and outer - are addressed, ready to be stuffed and mailed. Use a large table for your workspace. Make sure the table is clean and try to avoid putting food or beverages on it while you are working. Have enough postage (wedding theme stamps add an elegant touch) for the outer envelopes and the reply card envelopes. To determine the exact amount of postage, take a sample invitation with all enclosures to the post office and have it weighed before proceeding. It may require additional postage due to its weight or its size (oversized or odd-sized). Now you are ready. You will have the following pieces:

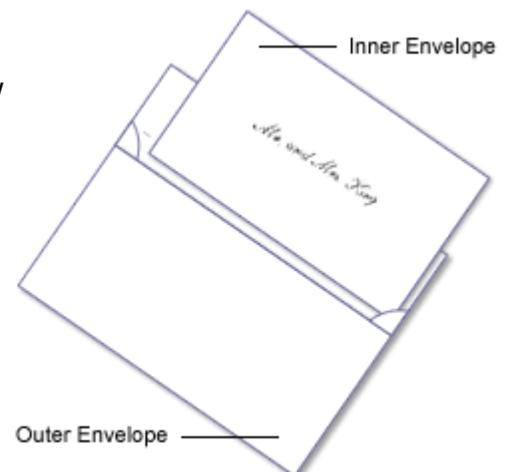
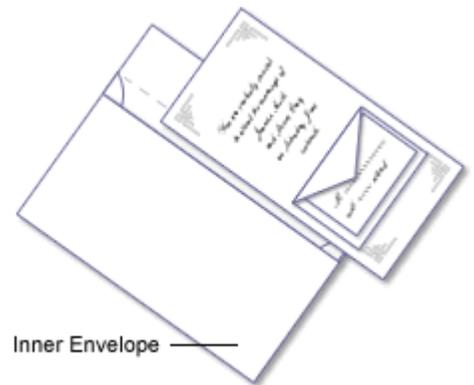
Invitation

- Inner envelope
- Reception card
- Reply card and its return envelope
- Insertions, which may include directions and maps
- Outer envelope
- Stamps

Place each piece before you in the order that it will be inserted into the outer envelope. Affix stamps to all reply card envelopes before you start. Wedding invitations are usually assembled in size order. Follow these easy steps:

Single card invitations or single-fold invitations:

1. Place the invitation on the table facing you.
2. Place the reception card on top of it facing you.
3. Place the reply envelope face down on the reception card.
4. Slip the reply card face up beneath the flap of the reply envelope.
5. Place any other enclosures on top face up in size order.
6. With the inner envelope facing down and its flap facing up, place the invitation (left edge first for single card, folded edge first for folded invitation) and all enclosures into it. (Test: Remove the invitation from the envelope with your right hand. If you can read the invitation, you have stuffed the inner envelope correctly.)
7. Flip the inner envelope over so that it is facing you.
8. With the outer envelope facing down and its flap facing up, place the stuffed inner envelope, unsealed, into it. (Test: Remove the inner envelope from the outer envelope with your right hand. If you can read the wording on the inner envelope, you have stuffed the outer envelope correctly.)
9. Place postage on the outer envelope and seal.
10. Congratulations! You have stuffed your envelopes correctly. Now you can have that cup of coffee.



Tri-fold, accordion fold or French fold invitations:

1. Place all enclosures inside the second fold of the invitation.
2. Continue with steps 6-10.