

LADYBIRD PAPER CO.  
ETIQUETTE GUIDELINES

Courtesy titles, such as Mr. and Mrs. can be abbreviated, but Doctor should be spelled out.

A comma should come before suffixes such as Sr. and Junior, but not before roman numerals II or III, and so on.

“Miss” is commonly used for ladies under 18; unmarried women over the age of 18 are traditionally address as “Ms.”.

Children over the age of 18, still living at home, should receive their own invitation.

Children and guest escorts should not be mentioned on the outer envelope, unless you are using single envelopes only.

Street numbers under 10 should be written out; anything over 10 should be included in digit form. If it is your preference to have street numbers over 10 written out, there is an added charge.

For formal invitations, abbreviations should not be used for Street, Drive, Avenue, Apartment, or for cities and states. Abbreviations can be appropriate for informal invitations.