

LADYBIRD PAPER CO. STYLE GUIDELINES

Format of Lists for Envelopes

All lists must be submitted in the exact format the client prefers. Lists must be submitted in Microsoft Word format in Arial or Times New Roman font, with 1 or 2 columns only in a numbered format. We will not be able to work without a list in the proper format. We are not responsible for spelling errors in the submitted list. The only typical abbreviations are "No. for Number" and "Apt. for Apartment", and your list should reflect how you want these words to appear.

Inner envelope names should be listed in a 2nd column to the right of the address. A sample of how names and addresses should be listed is below:

Formal Addresses:

Mr. and Mrs. John Doe
1234 Main Street, Unit 33
Dallas, Texas 75201

Mr. and Mrs. Doe

Informal Addresses:

John and Jane Doe
1234 Main Street, Unit 33
Dallas, Texas 75201

John and Jane

Layout of Addresses:

Centered:

Mr. and Mrs. John Doe
1234 Main Street, Unit 33
Dallas, Texas 75201

Staggered:

Mr. and Mrs. John Doe
1234 Main Street, Unit 33
Dallas, Texas 75201

Left Justified:

Mr. and Mrs. John Doe
1234 Main Street, Unit 33
Dallas, Texas 75201

Place Card Lists:

Place Card lists should be provided exactly as you prefer them to be written. List may be submitted in an Excel spreadsheet or Microsoft Word format. If you are listing guest names by table number or table name, list the guest names by that table number/table name, not alphabetically.