

# Getting Along with your Calligrapher

In order to ensure that your envelopes are accurate, please allow 10 working days for each 100 pieces PLUS two weeks between your pick-up date and your mailing date to allow time for corrections.

Giving your calligrapher a clean, easy-to-read guest list is common sense. Make sure your list is proofread carefully, and that corrections do not interfere with legibility.

Postal regulations and accurate titles (such as Dr., Reverend, Your Majesty...) are your responsibility. Your calligrapher may have a guide, and many books are available to help you plan your event.

Addresses must be typed or computer generated exactly as they will appear on the envelope. It will be easier to make corrections if your list is in alphabetical order.

Addresses requiring four lines of text should be grouped separately. Your calligrapher will need to create a separate template for those envelopes.

Mr. and Mrs. John Q. Public  
321 Home Street  
Their City, ST 54321

Mr. and Mrs. John Q. Public  
Restful Vista Manor  
321 Home Street  
Their City, ST 54321

Your calligrapher will want to meet with you to discuss the job and work out terms of the contract. You both need to clarify what your options are and what you expect to have done.

## What NOT to do to your Calligrapher

All of the following guest list faux pas were committed by the same client, who represented a large, internationally recognized educational facility. The guest list had not been proofread prior to the calligrapher's arrival to collect it, and the client had allowed only 3 weeks to letter, proof, and mail approximately 300 envelopes.

1. Addresses must clearly legible. Corrections should not interfere with legibility.

Mr. and Mrs. John Q. Public  
321 Home Street  
Their City, ST 54301

2. Addresses must be in vertical format; No tables.

Mary Public	321 Home Street	Their City, ST	54321
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*John Q.*

3. Nothing may be hand-written in.

4. Addresses must be in at least 12-point text.  
This is Arial 8-pt.

Mr. and Mrs. John Q. Public  
321 Home Street  
Their City, ST 54321

5. Addresses may not be in a decorative typestyle.

Mr. and Mrs. John Q. Public  
321 Home Street  
Their City, ST 54321