



PLEASE READ CAREFULLY BEFORE ASSEMBLING/MAILING YOUR INVITATIONS

Thank you for ordering your stationery from Paper & Posh! We value you as a client and are so grateful for your business. A few things we ask you do before mailing your invitations:

- 1) **REVIEW YOUR INVITATIONS BEFORE SENDING OUT IN THE MAIL.** We cannot stress this enough. Confirm all text, dates, times, spelling, grammar, punctuation, etc., and make sure it is perfect. Human error can occur, mistakes do happen and get missed on proofs. Ask a friend (or two) to review your entire product as well. Do not send to your friends and family until you are absolutely sure it is perfect! If you find an error, contact Paper & Posh immediately.
- 2) Weigh your stationery at the post office before purchasing or applying stamps to the mailing envelope. Be sure to purchase a stamp that accommodates the weight, size and shape of your invitation.
- 3) If you have a respond card envelope, purchase the appropriate stamp for that envelope.
- 4) If you had your guest addresses printed or hand-lettered, confirm all guests addresses are correct, check them off of your master list, and then stamp your envelopes.
- 5) Assemble invitations in the envelopes as instructed by Paper & Posh.
- 6) Use a slightly damp cloth or sponge to wet the gummed portion of your mailing envelope, crease your envelope flap (even if it is scored and especially if there is a liner), and press firmly for a few seconds. Lay your assembled invitation out to dry completely before stacking it on other assembled invitations.
- 7) If you have thick ribbons/ribbon knots, jewels, or other adornments that create lumps or bulk in your envelope, consider sending one to yourself in the mail before sending to your guests to make sure the envelope does not require additional padding (contact Paper & Posh if you have concerns).
- 8) When you are ready to mail, take your invitations to a post office and confirm one more time that your postage is appropriate. Instead of letting the post office run the invites through a machine-operated sorting system (which marks the envelope with thick lines in the top right corner and may damage the envelope in the process) ask them to "hand-cancel" your invitations. This means that they'll use a special ink stamp to mark your invitation and they'll sort it by hand, reducing the risk of the damage. While some post offices refuse to do this, most are flexible if you pop in during a slow time. Call the post office in advance and confirm they offer this service. **DO NOT** put your invitations in a post office box. We LOVE the first post office in Philadelphia located at 316 Market Street. They will hand-cancel your invitations with a vintage Ben Franklin hand stamp.
- 9) Mail your invitations 2-6 weeks before your response date/hotel block expiration.

Now you can sit back, relax and wait for all of the texts, calls, and emails come pouring in about your stunning invitations!!!! Thank you again for your business. We are so thrilled to have been a part of your event. Please contact us if you have any questions at all.

Best wishes and congratulations!

Paper & Posh