

# Invitations Worksheet

Stationer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Consultant \_\_\_\_\_ Business Hours \_\_\_\_\_  
Web Site Address \_\_\_\_\_ E-mail \_\_\_\_\_

## Invitations

Style or item number \_\_\_\_\_ Color of Paper \_\_\_\_\_

Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_

Text for Invitation by Line (for wording examples, see previous section or stationery store)

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Line 5 \_\_\_\_\_

Line 6 \_\_\_\_\_

Line 7 \_\_\_\_\_

Line 8 \_\_\_\_\_

Line 9 \_\_\_\_\_

Line 10 \_\_\_\_\_

Line 11 \_\_\_\_\_

Line 12 \_\_\_\_\_

Line 13 \_\_\_\_\_

Line 14 \_\_\_\_\_

Line 15 \_\_\_\_\_

Line 16 \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

## Outer Envelopes

Style or Item Number \_\_\_\_\_ Color of Envelope \_\_\_\_\_

Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_ Lining Color \_\_\_\_\_

Text for Outer Envelopes by Line

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

## Inner Envelopes

(no printing required)

Style or Item Number \_\_\_\_\_ Color of Envelope \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

# Invitations Worksheet

## Response Card Envelopes

Style or Item Number \_\_\_\_\_ Color of Envelope \_\_\_\_\_ Lining Color \_\_\_\_\_

Text for Response Card Envelopes

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price (included with response cards) \_\_\_\_\_

## Response Cards

Style or item number \_\_\_\_\_ Color of Paper \_\_\_\_\_

Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_

Text for Response Cards by Line (for wording examples, see previous section)

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Line 5 \_\_\_\_\_

Line 6 \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

## Reception Cards

(Reception information may be on invitation or as "corner copy" to save money and paper)

Style or item number \_\_\_\_\_ Color of Paper \_\_\_\_\_

Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_

Text for Reception Cards by Line (for wording examples, see previous section)

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Line 5 \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

## Informal or Thank You Notes

Style or item number \_\_\_\_\_ Color of Paper \_\_\_\_\_

Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_

Line 1 \_\_\_\_\_

Line 2 \_\_\_\_\_

Line 3 \_\_\_\_\_

Line 4 \_\_\_\_\_

Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

# Invitations Worksheet

## Matches

Style or Design Number \_\_\_\_\_ Color of Jacket \_\_\_\_\_  
Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_  
Line 1 \_\_\_\_\_ Line 2 \_\_\_\_\_  
Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

## Napkins

Style or Design Number \_\_\_\_\_ Color of Napkin \_\_\_\_\_  
Lettering Style \_\_\_\_\_ Color of Ink \_\_\_\_\_  
Line 1 \_\_\_\_\_ Line 2 \_\_\_\_\_  
Quantity Ordered \_\_\_\_\_ Price \_\_\_\_\_

## Postage Costs

When weighing your invitations, be sure everything is included that will be mailed. Add an extra sheet or half sheet of paper if you are enclosing a map. The postage may be different for those with a map and those without a map. The savings can be significant enough for you to separate invitations into two piles.

Invitation Postage (each) \$ \_\_\_\_\_ Date to be Mailed \_\_\_\_\_  
No. to be Mailed \_\_\_\_\_ Total Cost \_\_\_\_\_  
Response Envelope Postage (each) \$ \_\_\_\_\_  
No. to be Mailed \_\_\_\_\_ Total Cost \_\_\_\_\_

Announcement Postage (each) \$ \_\_\_\_\_ Date to be Mailed \_\_\_\_\_  
No. to be Mailed \_\_\_\_\_ Total Cost \_\_\_\_\_

## Important Information

Date Envelopes Can be Picked Up for Addressing \_\_\_\_\_  
Complete Order to be Picked Up \_\_\_\_\_  
Total Price of Order (including tax) \_\_\_\_\_  
Deposit Paid \_\_\_\_\_ Date \_\_\_\_\_  
Balance Due \_\_\_\_\_ Date \_\_\_\_\_

Make Checks Payable To: \_\_\_\_\_

## Cancellation Policies & Notes

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