

Address List Instructions

A list can be submitted in either **Microsoft Word** or **Excel** the following ways...

1. Names will be printed the way you submit them
2. Use **Mr. and Mrs.** for married couples and titles for all other names
Mr. • **Ms.** – single woman over the age of 16 • **Miss** – single girl under the age of 16
3. If the guest's name is unknown, add **and Guest** to the invited name
4. E-mail as an attachment or copy and paste address list directly into e-mail
5. Write out the name of all the states – do not abbreviate! NY should be written out as New York

In WORD

Single-spaced as shown below, **NO extra spaces, tabs, hyphens, tables or any other extra features**

In EXCEL

Please have the names of the guests in one column and each address line in it's own column as shown in the sample below.

Microsoft Word Example

Mr. and Mrs. John Smith
 1663 Northern Boulevard
 Manhasset, New York 11030

Mr. and Mrs. John Smith
 1663 Northern Boulevard
 Manhasset, New York 11030

Mr. and Mrs. John Smith and Family
 1663 Northern Boulevard
 Manhasset, New York 11030

Mr. John Smith and Guest
 1663 Northern Boulevard
 Manhasset, New York 11030

Mr. and Mrs. John Smith
 1663 Northern Boulevard
 Manhasset, New York 11030

Mr. John Smith
 Ms. Jane Smith
 1663 Northern Boulevard
 Manhasset, New York 11030

Excel Example

PLEASE BE SURE TO FOLLOW THE BELOW FORMAT – DO NOT PUT THE CITY, STATE AND ZIP IN THEIR OWN COLUMNS

| Names | Address | | |
|------------------------------------|-------------------------|--------------|---------------------------|
| Mr. and Mrs. John Smith | 1663 Northern Boulevard | Apartment A | Manhasset, New York 11030 |
| Mr. and Mrs. John Smith and Family | 1663 Northern Boulevard | | Manhasset, New York 11030 |
| Mr. and Mrs. John Smith | 1663 Northern Boulevard | | Manhasset, New York 11030 |
| Mr. John Smith and Ms. Jane Smith | 1663 Northern Boulevard | Apartment 1B | Manhasset, New York 11030 |
| Mr. John Smith and Guest | 1663 Northern Boulevard | | Manhasset, New York 11030 |
| Mr. and Mrs. John Smith | 1663 Northern Boulevard | | Manhasset, New York 11030 |
| Mr. John Smith and Ms. Jane Smith | 1663 Northern Boulevard | | Manhasset, New York 11030 |