

# Ms. WRITE STATIONERY

*From birth to wedding and all the fun parties in between and after!*

## *Stuffing the Envelopes*

When the envelope is opened, the guest should see the addressed inner envelope, or the face of the invitation and any enclosures.

To stuff the inner envelope:

1. Insert the wedding invitation face up: the left edge or folded edge goes in first.
2. Face up and in size of order, place the reply card and any other enclosures on top. Slip the reply card under the flap of its envelope so the card is face up and the addressed side of the envelope is face down. Enclosures are stacked with the largest one on the bottom, the smallest on the top.
3. Insert the unsealed inner envelope, addressed side up, bottom edge first, in to the outer envelope. Note: if you don't use an inner envelope, follow the above steps to place the invitation and enclosures directly into the outer envelope.
1. In addition to the invitations, several cards may be placed in the inner envelope, or outer envelope if you omit the inner one. They all face the flap, and all are placed in front of the invitation itself – facing the person inserting them – or, if it is a folded invitation, within the fold.

## *Check with the Post office*

Have the postal clerk check the size and bulk of your entire invitation package. Consult about postal regulation if you plan to use a large, small or oddly shaped envelope or to enclose anything other than flat and folded papers. Look over the current stamp catalogue. Many post offices don't keep large inventories of special stamps on hand, but they will order them for you with advanced notice.

From Emily Post's Etiquette 18<sup>th</sup> Addition