

# Signed Sealed Delivered Service

## TIPS FOR SENDING OUT YOUR INVITATIONS IN TIP-TOP SHAPE

### WHAT ARE MY OPTIONS FOR ENVELOPE ADDRESSING?

We offer both hand and machine calligraphy. Hand calligraphy is a true work of art and takes 2-3 weeks. If you would like your envelopes addressed in white or metallic ink we highly recommend this technique. Machine calligraphy is a popular alternative where we print your guests' address directly on the envelopes by matching the font and ink color from your invitation suite. Turnaround time is 5 business days. It is best to decide which method you prefer once your invitation order is placed so we can schedule time for addressing and ensure everything mails out on time.

We will send you an Excel template for you to populate your guests addresses when your invitations are in print. Once addressed, we will cross check your list to make sure everyone is accounted for. We do ask that you order 15% extra envelopes in case of errors or additions are added to your list.

### HOW MUCH POSTAGE WILL I NEED?

For exact weight and postage requirements we strongly encourage you to bring a completed sample to your local post office before finalizing postage. Note that square envelopes will require additional postage regardless of weight. Please keep in mind the rigidity and thickness of an envelope can affect postage requirements. Vertical (French) envelopes addressed vertically will also require additional postage.

While at the post office, don't forget to have them weigh your reply set separately so you ensure the correct postage for that piece as well. If you are mailing some invitations internationally you should also request that estimate as well and keep track of how many international stamps you will need. It is not necessary to stamp the reply envelopes for international guests.

### WHAT ARE MY OPTION FOR STAMPS?

Once you know the postage amount for your suite you can now choose your stamps!

Here are 3 of our favorite places to get stamps:

- 1) United States Post Office ([store.usps.com](http://store.usps.com)) – You may search the USPS website to see what styles they offer before heading to the post office. Some styles are only available online so you have the most selection here.
- 2) Custom Stamps ([zazzle.com](http://zazzle.com), [pictureitpostage.com](http://pictureitpostage.com)) – For a custom design we recommend Zazzle or Endicia. You may upload a custom design (which we can provide to you) or you may also browse their selections. Please allow extra time when ordering custom stamps.
- 3) Vintage Stamps – Champion Stamp Co. at 54th & 9th, NYC ([stamps.net](http://stamps.net)) – If you love the collage look of custom stamps this is the place for you! Visit their website to view their extensive catalog of stamps or visit their store on Manhattan's west side.

### PUTTING IT ALL TOGETHER

While you are welcome to use creative license when deciding how to present your invitations, you should be aware of the following traditional rules of thumb:

- The front of your invitation should face the recipient as it is removed from the envelope, with the right-hand side of the card or folder closest to the flap. If you are using tissues, they should be placed directly on top of each card to which they correspond.
- Enclosure cards should be placed face up on top of the invitation in order of size, with the largest card on the bottom.
- The RSVP card is tucked under the flap of the self-addressed, stamped RSVP envelope, not placed inside of it. Remember, no postage is needed for RSVP cards that will be mailed back to you from out of the country.
- Number your RSVP cards lightly in pencil on the back side, and match these numbers up to your guest list. This way, if a guest accidentally omits his/her name or that of a guest, you can follow up appropriately.
- If you are using double envelopes, the inner envelope containing the invitation and enclosures goes in the larger outer envelope with the unsealed flap at the top but facing away from the recipient. When the outer envelope is opened, the names on the front of the inner envelope face the recipient.
- Use an envelope moistener with adhesive to seal your envelopes securely. This is an especially good idea if you are using a thick cardstock or have 3-dimensional elements to your invitation, such as buttons or ribbon.
- Remember that invitations with a 3-dimensional component and square invitations are subject to a non-machinable surcharge. Check with your post office for rates.

### HAND CANCELING

It is of the utmost importance that you have your invitations hand canceled at the post office to ensure the highest quality of care for your important mailing. Invitations that are not hand canceled are poorly treated and sent through an electronic character reader that crushes mail and poses a threat to your invitation. Please use precaution when mailing. Ipanema Press is not liable for invitations that are mis-treated by the US postal service or any other mailing service bureau.

### OUR "SIGNED, SEALED, DELIVERED" SERVICE

Preparing your special invitations for mailing can be a time consuming task. Let us help you with as much or as little as you like.

Machine Calligraphy (*includes set-up of font and color matching and cross checking list*) .....\$2 per Outer Envelope; \$1 per Inner Envelope  
Hand Calligraphy.....Starts at \$5 per Outer; \$2 per Inner - *prices vary by calligrapher*  
Ribbon/Twine Assembly or Mounting.....\$1.50 each  
Stuff, Stamp, Seal & Hand Cancel.....\$2 per invitation (*does not include cost of postage*)