

stuffing & mailing tips



Getting your invitations ready to mail is an exciting experience! It's the culmination of lots of work and planning (often times involving huge guest list spreadsheets), and it's so fulfilling to see all the pieces together in their final form and sent out into the world. Mailing your invitations may also be the defining moment when your wedding starts feeling "real"!

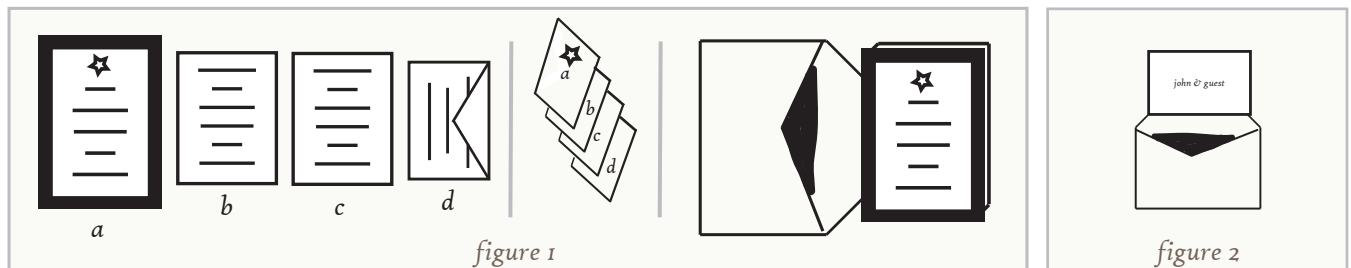
Blustery Day Design has years of experience working with invitations, so we have compiled some information here to help you as you stuff & mail your beautiful invitations. Let us know if you have any questions as you go.

Supplies you'll need

- All the separate pieces of your invitation set (invite, any inserts, any reply card)
- All the envelopes of your invitation set (mailing envelope, possibly inner envelope, possibly reply envelope)
- Stamps for the reply card (postcard rate if postcard, regular rate if reply envelope), if applicable
- Stamps for the invitation set - BUT, wait to get these until you have stuffed at least one set and gotten it weighed at the post office (see below) *Tip: Look for stamps that complement your invite: check out what the post office has available at <http://shop.usps.com>*

Stuffing tips & steps

- "Stuffing" your invites is the process of placing all the pieces inside the envelope(s).
- First things first - before you go get your stamps, put one of each item (all invite pieces assembled with any ribbons, etc., as well as all other envelopes) into the outer envelope and go get it weighed at the post office you will be mailing your invitations from. This step is important! If you guess incorrectly that you can get by with regular rate stamps, all your invitations could all be returned to sender (you!), and that's a scenario best avoided if possible. Once they tell you the rate your invitations need, you can purchase the correct postage required.
- Next you'll want to do some prep work: It's easier to address your envelopes while they are empty, so if you are printing or writing on those, do that now. Then you will want to add the stamps to the outer envelopes too. Also, prepare your stack of reply postcards or reply card envelopes by affixing the proper postage to those now. (And be sure your reply envelope has your address on it!)
- Now you can begin stuffing! As a general rule, it's fastest to lay everything out in the correct order on a clean flat workspace and move down it assembly line style, stuffing one complete invite set at a time. A typical order to lay your stacks out in is: Invite, Insert(s), Reply card/envelope, Inner envelope if you have one, Outer envelope. (see fig. 1 for our preferred order to put everything in the envelope, but do whatever you like best!) You'll be working down the assembly line grabbing each invitation item in order, then placing all into the inner envelope if applicable, then placing everything into the outer envelope. (see fig 2 for dual envelope orientation) *Tip: Watch that the return address on your reply card or postcard isn't visible through the front of the outer envelope - if so, flip the reply piece the other way so the blank side faces the outside of the envelope.*



Mailing tips

- We recommend asking the post office if they can hand cancel the invitations - skipping the canceling machine is a bit more gentle.
- Mail yourself an invite at the same time you mail to your guests - that way you'll have an idea when everyone is receiving them!

For more information about Blustery Day Design, check out our website at www.blusterydaydesign.com or email us at info@blusterydaydesign.com!