

PAPER AFFAIR YORKTOWN | FINE STATIONERY

from Paper Affair.com, as directed from Crane & Co. in Crane's Blue Book of Stationery

ENVELOPE ADDRESSING

ENVELOPES ARE ADDRESSED USING THE SAME ETIQUETTE THAT IS USED ON INVITATIONS. BECAUSE THEY ARE SEEN ONLY BY THEIR RECIPIENTS, LESS TRADITIONAL ETIQUETTE IS OCCASIONALLY USED, ESPECIALLY WITH WOMEN'S NAMES AND TITLES. "MS.," FOR EXAMPLE, MAY BE USED WHEN ADDRESSING ENVELOPES EVEN THOUGH IT IS NOT PROPERLY USED ON INVITATIONS. AS WITH THE MAJORITY OF OUR ETIQUETTE GUIDELINES, THE FOLLOWING IS TAKEN FROM CRANE'S WEDDING BLUE BOOK.

Outer Envelope Only (no inner exists)	Outer Envelope (if there is an inner exists)	Inner Envelopes
Married Couple		
Mr. and Mrs. Troy Maxwell Clayton	Mr. and Mrs. Troy Maxwell Clayton	Mr. and Mrs. Clayton
Married Couple w/ Kids under 18 at Home		
Mr. and Mrs. Troy Maxwell Clayton Marvin and Heather	Mr. and Mrs. Troy Maxwell Clayton	Mr. and Mrs. Troy Maxwell Clayton Marvin and Heather
Married Couple - Woman Kept Maiden Name		
Ms. Christine Anne Pritchett and Mr. Troy Maxwell Clayton	Ms. Christine Anne Pritchett and Mr. Troy Maxwell Clayton	Ms. Pritchett and Mr. Clayton
Married Couple - Man is a Doctor		
Doctor and Mrs. Troy Maxwell Clayton	Doctor and Mrs. Troy Maxwell Clayton	Doctor and Mrs. Clayton
Married Couple - Both are Doctors		
Doctor and Mrs. Troy Maxwell Clayton or The Doctors Clayton or Doctor Catherine Pritchett Clayton and Doctor Troy Maxwell Clayton	Doctor and Mrs. Troy Maxwell Clayton or The Doctors Clayton or Doctor Catherine Pritchett Clayton and Doctor Troy Maxwell Clayton	Doctor and Mrs. Clayton or The Doctors Clayton
Married Couple - Woman is a Doctor		
Mr. and Mrs. Troy Maxwell Clayton or Doctor Christine Pritchett Clayton and Mr. Troy Maxwell Clayton	Mr. and Mrs. Troy Maxwell Clayton or Doctor Christine Pritchett Clayton and Mr. Troy Maxwell Clayton	Mr. and Mrs. Clayton or Doctor Clayton and Mr. Clayton
Married Couple - Man is a Judge		
The Honorable and Mrs. Troy Maxwell Clayton	The Honorable and Mrs. Troy Maxwell Clayton	Judge and Mrs. Clayton
Married Couple - Woman is a Judge		
Mr. and Mrs. Troy Maxwell Clayton or The Honorable Christine Pritchett Clayton and Mr. Troy Maxwell Clayton	Mr. and Mrs. Troy Maxwell Clayton or The Honorable Christine Pritchett Clayton and Mr. Troy Maxwell Clayton	Mr. and Mrs. Clayton or Judge Clayton and Mr. Clayton
Married Couple - 1 or Both Lawyers		
Mr. and Mrs. Troy Maxwell Clayton	Mr. and Mrs. Troy Maxwell Clayton	Mr. and Mrs. Clayton
Unmarried Couple Living Together		
Miss/Ms. Christine Anne Pritchett Mr. Troy Maxwell Clayton	Miss/Ms. Christine Anne Pritchett Mr. Troy Maxwell Clayton	Miss/Ms. Pritchett Mr. Clayton

PAPER AFFAIR YORKTOWN | FINE STATIONERY

from Paper Affair.com, as directed from Crane & Co. in Crane's Blue Book of Stationery

ENVELOPE ADDRESSING, CONTINUED

Outer Envelope Only (no inner exists)	Outer Envelope (if there is an inner exists)	Inner Envelopes
Divorced Woman		
Mrs./Ms. Christine Pritchett Clayton	Mrs./Ms. Christine Pritchett Clayton	Mrs./Ms. Clayton
Divorced Woman using Maiden Name		
Ms. Christine Anne Pritchett	Ms. Christine Anne Pritchett	Ms. Pritchett
Widow		
Mrs. Troy Maxwell Clayton	Mrs. Troy Maxwell Clayton	Mrs. Clayton
Single Woman (kids over 18 get own invitation even if they still live at home)		
Miss/Ms. Christine Anne Pritchett	Miss/Ms. Christine Anne Pritchett	Miss/Ms. Pritchett
Single Woman and Date		
Miss/Ms. Christine Anne Pritchett and guest or Miss/Ms. Christine Anne Pritchett and escort	Miss/Ms. Christine Anne Pritchett and guest or Miss/Ms. Christine Anne Pritchett and escort	Miss/Ms. Pritchett and guest or Miss/Ms. Pritchett and escort
Single Man (kids over 18 get own invitation even if they still live at home)		
Mr. Troy Maxwell Clayton	Mr. Troy Maxwell Clayton	Mr. Clayton
Single Man and Date		
Mr. Troy Maxwell Clayton and guest	Mr. Troy Maxwell Clayton and guest	Mr. Clayton and guest
Military Titles		

ADDRESSING FAQ

Please refer to Crane's Wedding Blue Book

Q IT SEEMS IMPERSONAL TO PUT MRS. WILLIAM HAROLD JONES ON MY GRANDMOTHER'S INNER ENVELOPE. CAN I BREAK ETIQUETTE IN THIS CASE?

A WELL OF COURSE, YOU CAN BREAK ETIQUETTE AS IT SHOULD NEVER BE ADHERED TO AT THE COST OF DAMAGING A RELATIONSHIP. INTIMATE RELATIVES MAY BE ADDRESSED ON THE INNER ENVELOPE AS "GRANDMA" OR "AUNT KATE AND UNCLE FRED."

Q WE ARE SENDING WEDDING INVITATIONS TO A COUPLE WITH TWO CHILDREN. DO WE USE "AND FAMILY" ON THE ENVELOPE(S)?

A NO. WEDDING INVITATIONS ARE SENT TO THE ADULT MEMBERS OF THE HOUSEHOLD. IN YOUR CASE, THE OUTSIDE ENVELOPE IS ADDRESSED TO THE PARENTS WHO RECEIVE THE INVITATIONS ON BEHALF OF THEIR CHILDREN. THEIR CHILDREN'S NAMES (NOT "AND FAMILY"), IF YOU WISH TO INVITE THEM, ARE WRITTEN ON THE INSIDE ENVELOPE ON A LINE BENEATH THE NAMES OF THEIR PARENTS.

Q WE ARE SENDING INVITATIONS TO A "JUNIOR." DO WE USE "JUNIOR"?

A IF "JUNIOR" IS A PART OF THE MAN'S NAMES, YOU WOULD INCLUDE IT (OR "JR.") ON THE OUTSIDE ENVELOPE. IT IS NOT NECESSARY TO REPEAT IT ON THE INSIDE ENVELOPE UNLESS BOTH "JUNIOR" AND "SENIOR" LIVE AT THE SAME ADDRESS.