

# Emilime Designs

C U S T O M   C A L L I G R A P H Y   &   A R T I S T R Y



## Envelope Addressing *ETIQUETTE* GUIDE I N F O R M A T I O N   &   P R I C I N G   2 0 2 1

Emilee Stucky

[www.emilimedesigns.com](http://www.emilimedesigns.com)

Follow me on Instagram: @EmilimeDesigns

Facebook: @EmilimeDesigns

# Who we are

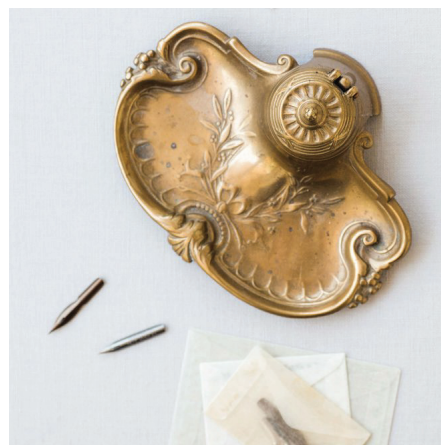
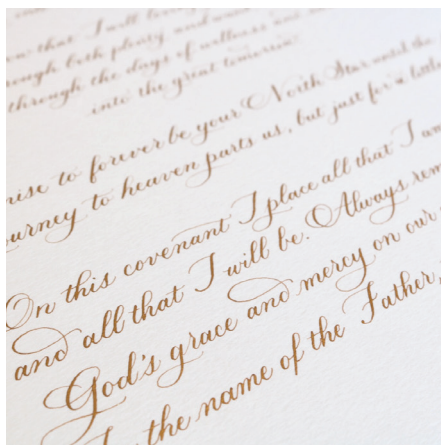


Joel, Emilee,  
Paige & Morgan

For over the last 10 years, Emilime Designs has been crafting beautiful hand-painted and calligraphed paper goods, artwork, signs, chalkboards, decor and more for weddings and special places in the home. Emilee's designs have been featured in many styled shoots, publications, social media outlets since its beginnings. Pictures of her twin girls' nursery even went viral on Instagram and Pinterest in 2017! Every piece is made in Emilee's atelier (pronounced: ada-lee-ay; French for 'an artist's workshop'), and are all hand-painted or inked with Emilee's fine art and calligraphy. We sell locally and ship to the United States and Canada as well. If you are looking for something custom, we would love to work with you one-on-one to create you something special and perfectly unique, just for you!!

# About THE PROCESS

Emilime Designs takes pride in the fact that all of our designs are uniquely created and customized for each client. Emilee will work hand-in-hand with you to create the perfect pieces for your event, whether it be hand-inked calligraphed envelopes, hand-drawn signs or banners, or a full customized wedding invitation suite. And for custom-requested materials like our wood products, canvas banners, acrylics, and chalkboards, we hand craft them here in our studio to fit your wedding style. Please feel free to contact us with any custom designs or questions you may have!



# STANDARD CALLIGRAPHY FONT OPTIONS

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*Emilee is all about unique customization.*

*Emilee is accommodating for font style matching or creating unique ones to fit your style.*

*Zinnia*

UNIFORM // FORMAL

*a classic timeless font*

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OPTIONS: WITH OR WITHOUT FLOURISHES,  
COPPERPLATE OR MONOLINE

*Wisteria*

MODERN // ELEGANT // FORMAL OR CASUAL

*a modern handwritten font*

---

OPTIONS: WITH OR WITHOUT FLOURISHES,  
COPPERPLATE OR MONOLINE

*Primrose*

VINTAGE // FLOURISHED // FORMAL OR CASUAL

*an elegant vintage font*

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OPTIONS: WITH OR WITHOUT FLOURISHES,  
COPPERPLATE OR MONOLINE

*Peony*

FLOURISHED // UNIFORM // FORMAL

*a romanticized font*

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OPTIONS: WITH OR WITHOUT FLOURISHES,  
COPPERPLATE OR MONOLINE

*Magnolia*

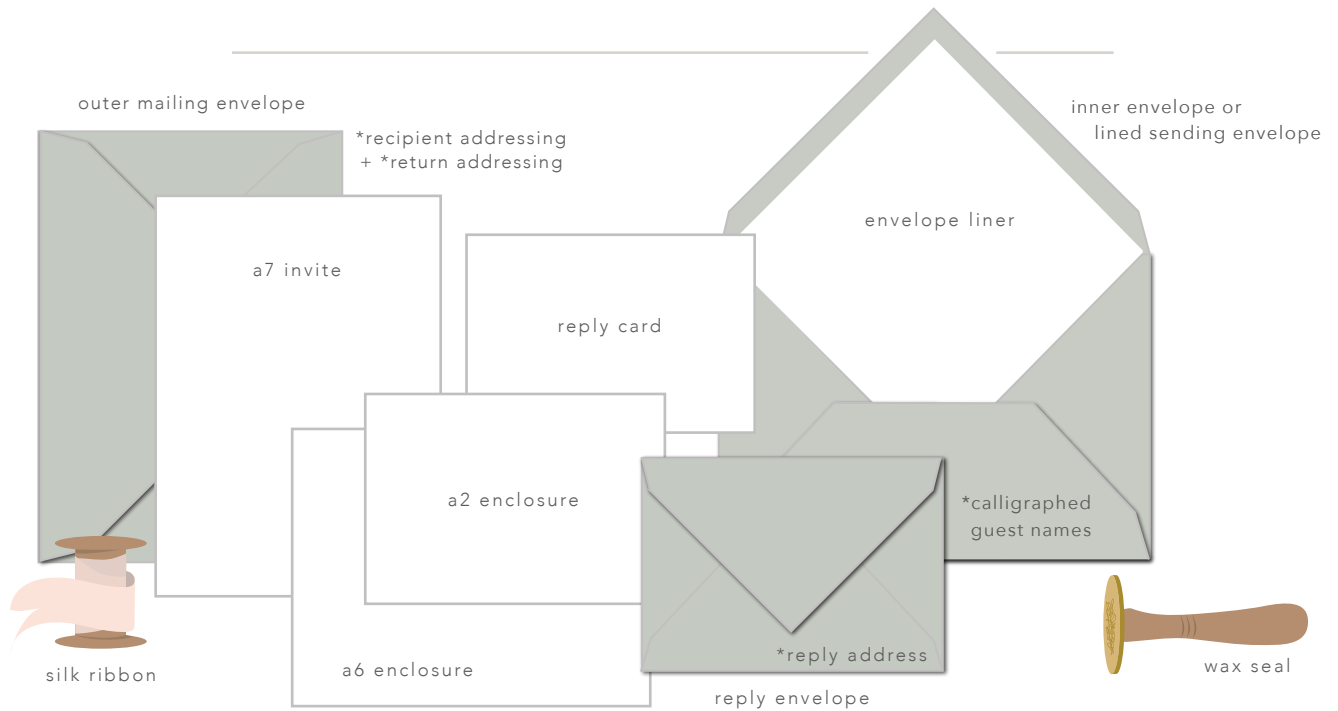
RUSTIC // AIRY // FORMAL OR CASUAL

*a watercolor brush font*

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NOT AVAILABLE FOR LETTERPRESS  
(WISTERIA WOULD BE A GOOD ALTERNATIVE)

# ANATOMY OF AN INVITATION SUITE



## EMILIME DESIGNS HOUSE COLORS



Bright White



Natural White

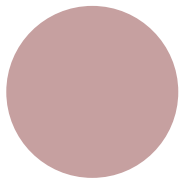


Ecu

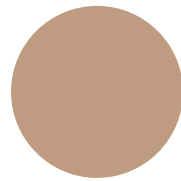
## EXTENDED ENVELOPE COLOR COLLECTION



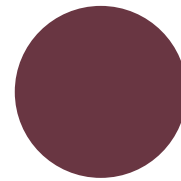
Mist



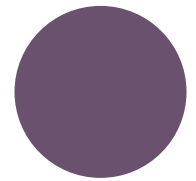
Dusty Rose



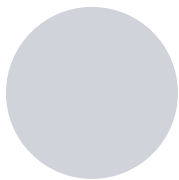
Harvest



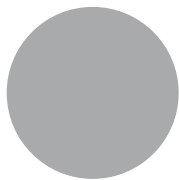
Claret



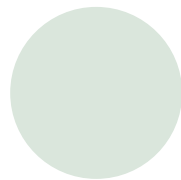
Violette



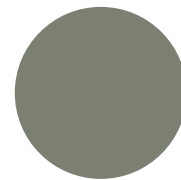
Cool Grey



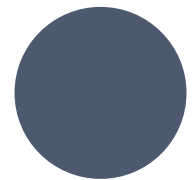
True Grey



Powder Green



Mid Green



Cobalt

*Please note that on screen colors may not be exact.*

# SUBMITTING *Addresses*

Follow these guidelines when submitting your addresses to me.

1. The final file sent should be either a Microsoft Excel® file (preferred) with the recipient(s)' names, street address, city & state, and zip code in separate columns. Or a Microsoft Word® (.doc or PDF) document is also acceptable where each address is stacked in columns exactly how they should be addressed by the calligrapher, line for line in a plain font, like Helvetica, in the justification format (left, centered, or indented) they will be calligraphed
2. Each line should match EXACTLY how you would like the envelopes addressed. Do not reflect 'styling' in your document, or abbreviate things such as states, street types, directions, etc. Formal wedding etiquette calls for EVERYTHING to be spelled out.
3. One final thing to note, if you do not have an inner envelope with your suite, all of the names of guests from each household who are invited will need to be listed on the mailing envelope on a second line, or included with phrases such as "and guest" or "and family."

Mr. and Mrs. John Smith  
1234 South Ocean Avenue  
Apartment 4  
San Francisco, California  
94123

YES!

M & M John Smith  
1234 S. Ocean Ave, #4  
San Francisco, CA  
94123

NO!

Once your addresses are finalized, please send your file to me via email or the file uploader on your included on your Envelope Calligraphy Questionnaire Emilee will send to you.

## PRUDENT *Proofing*

I cannot stress the importance of proofing your addresses over and over again. I claim no responsibility for any errors after receipt of your final addresses and written approval to begin addressing. Rest assured, if an addressing error was done on our part, we will remedy the situation and provide all necessary corrected envelopes immediately.



# ADDRESSING *Etiquette*

*Etiquette rules vary greatly when addressing envelopes. Below, I offer you the following simple rules to cover most situations. However, you may prefer a more casual approach and decide on your own addressing rules. If you have any questions or concerns, just ask.*

	OUTER ENVELOPE	INNER ENVELOPE	IF ONLY ONE ENVELOPE
<i>Married couple with children under age 13</i>	<i>Mr. and Mrs. Michael Smith</i>	<i>Mr. and Mrs. Smith Miss Lisa Smith Master Andy Smith (list in birth order only those you wish to invite)</i>	<i>Mr. and Mrs. Michael Smith and Family or Mr. and Mrs. Michael Smith Lisa and Andy</i>
<i>Married couple with children over age 13</i>	<i>Mr. and Mrs. Michael Smith (children over 18 may receive their own invitation)</i>	<i>Mr. and Mrs. Smith Miss (or Ms.) Lisa Smith Mr. Andy Smith</i>	<i>Mr. and Mrs. Smith Miss (or Ms.) Lisa Smith Mr. Andy Smith</i>
<i>Brothers or sisters at same address</i>	<i>Messrs. Andy and Stuart Smith Misses Lisa and Mary Smith  (or list each name on sep. line)</i>	<i>The Messrs. Smith The Misses Smith Ms. Smith and Ms. Smith</i>	<i>Ms. Lisa Smith Ms. Mary Smith (list each name on sep. line)</i>
<i>Divorced woman</i>	<i>Mrs. or Ms. Ann May Ms. Ann Smith (maiden name restored)</i>	<i>Mrs. May Ms. Smith</i>	
<i>Widow or separated</i>	<i>Mrs. John May Mrs. Lana May (if many years have passed, first name may be preferred)</i>	<i>Mrs. May</i>	
<i>Jr., II, III</i>	<i>Mr. Steven May, III</i>	<i>Mr. Steven May</i>	
<i>Married couple both doctors</i>	<i>The Doctors Smith Drs. Sherri and Steven Smith Dr. Sherri Davis and Dr. Steven Smith</i>	<i>The Doctors Smith Dr. Davis and Dr. Smith</i>	
<i>Wife only has title</i>	<i>Dr. Sherri Smith and Mr. Steven Smith</i>	<i>Dr. Smith and Mr. Smith</i>	
<i>Wife uses maiden name</i>	<i>Ms. Sherri Davis and Mr. Steven Smith</i>	<i>Ms. Davis and Mr. Smith</i>	
<i>Two unmarrieds living together as a couple or roommates</i>	<i>Ms. Sherri Davis Mr. Steven Smith  Mr. Michael Davis Mr. Steven Smith</i>	<i>Ms. Davis Mr. Smith  Mr. Michael Davis Mr. Steven Smith</i>	
<i>Single person and guest</i>	<i>Ms. Jaime Smith</i>	<i>Ms. Smith and Guest</i>	
<i>Military</i>	<i>Rear Admiral and Mrs. John Smith</i>		
<i>Pastor/Minister</i>	<i>Pastor/Minister and Mrs. John Smith Pastor Jane and Mr. John Smith</i>		
<i>Elected Officials</i>	<i>The Honorable and Mrs. John Smith</i>	<i>Judge and Mrs. Smith</i>	
<i>Relatives</i>	<i>Mr. and Mrs. John Smith</i>	<i>Uncle John and Aunt Ann</i>	

*The Emily Post Institute website is also a great resource with further examples, scenarios, and information.*

# *Scape* OF WORK

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*Don't forget Emilee also provides other hand-lettering and calligraphy services.*

CHALKBOARDS // ACRYLIC SIGNS // WOOD SIGNS // MIRROR SIGNAGE // CANVAS ART  
WATERCOLOR ARTWORK // NURSERY ARTWORK // HOME DECOR  
LOGO DESIGN & BRANDING // THANK YOU NOTES // INVITATIONS // SAVE THE DATES  
MENUS // PROGRAMS PLACE CARDS // ESCORT CARDS // SEATING CHARTS //  
CALLIGRAPHY ENVELOPE ADDRESSING // HAND-LETTERED ORNAMENTS & PUMPKINS

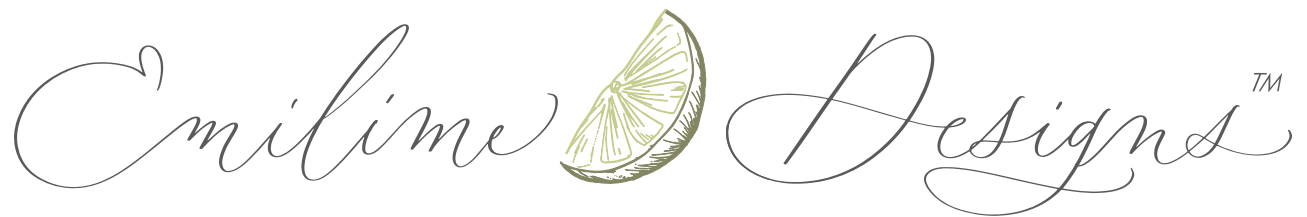
## *Workshops* & GROUP CLASSES

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*Perfect for small group entertainment gatherings and private parties!*

BASIC CALLIGRAPHY // INTERMEDIATE CALLIGRAPHY  
BASIC WATERCOLOR & BRUSH LETTERING  
FAUX-LIGRAPHY & HAND-LETTERING // BOTANICAL DRAWING





LET'S BE FRIENDS

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*www.emilimedesigns.com*

*instagram.com/emilimedesigns*

*facebook.com/emilimedesigns*

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*316.842.9807*