**Envelopes will be printed exactly as they appear on the spreadsheet.**

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| **Each Column Represents a Line** You are allowed up to 6 lines for the name and address, but you are not required to use all. We find that 4 lines looks best. For unusually long addresses (ie. International) please be mindful of each row length and spread out the information accordingly. |

Please Note

* After you upload your spreadsheet, you will be emailed a pdf proof which will need to be approved prior to printing.
* Please enter the text into your spreadsheet **EXACTLY** as you would like it to appear on the envelopes. For example, if you would like the addresses to be in all capital letters, or would like extra spaces between the numbers in your zip code, they must be written that way in the spreadsheet. **The Wedding Sophisticate will not be held responsible for any typos.**
* On the rare occasion that a name and/or address don't fit well on the envelope, we will adjust the font on that envelope for a better fit.
* Printed Envelopes are a custom product, and therefore non-returnable.
* **Ink will print differently on each paper color.**
* **Changes to proofs and email response time are a major factor in processing time.** To ensure your order moves along as quickly as possible, please make sure your information is correct and you respond promptly to the proof approval email. Delays in response time can extend processing time.
* If you have changes that need to be made to this E-proof, the first set of edits are included. If there are any further changes to your spreadsheet/E-proof after a second E-Proof has been sent, your order will incur a $10 formatting fee. Please check over the E-Proof and your spreadsheet carefully.

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