

# Envelope Addressing

Please use a program such as Microsoft Excel, Google Sheets, or Numbers to make your addressing document/s

## Regular Envelope Layout

This is also for Outer Envelopes.

First Row Header Titles = Name, Name2 (if applicable), StreetAddress, Address2, CityState, and Zip

Content Details: Please use the full word for items in the addresses, and NOT the abbreviations.

Name Column: Names including "and Family", "and Guest"

Name2 Column: Names of children (unless you are using Inner Envelopes)

StreetAddress Column: Number and street/avenue/road/place/etc.

Address2 Column: Apartment/Unit/etc. and the number

CityState Column: City name followed by a comma and then the state name "Columbus, Georgia"

Zip Column: Zip Code

\*If a zip code or other number starts with a zero, make sure it shows in your document.

You may need to change the formatting of the cell or add a \* before the zero to do so.

Example in Excel:

	A	B	C	D	E	F
1	Name	Name2	Address	Address2	CityState	Zip
2	Mr. and Mrs. William Davis Smith		2981 Rogers Street		Columbus, Georgia	31909
3	Mr. and Mrs. Donald Carl Adams		211 First Avenue		Hamilton, Georgia	31982
4	Miss Kinsey Elizabeth Brown		Post Office Box 2		Ellaville, Georgia	31806
5	Mr. and Mrs. Reed Stephen Ortland		123 Palace Place	Apartment 1	Clinton, Iowa	52732
6	Mr. and Mrs. William Edward Hubbard	Samuel and Corrine	250 Liberty Boulevard		Machesney Park, Illinois	61115

## Inner Envelope Layout

First Row Header Titles = Names and Children

Content Details:

Name Column: Names including "and Guest"

Children Column: Names of children