

GUEST LISTS

Wherever possible...

- Please type guest lists, as errors can occur if Duncan mis-reads handwritten lists.
- Please print lists in black text, with separate pages for invitations, envelopes, place cards etc.
- Please head each page with your name, relevant item of stationery, and contact number.
- Please do not type names or addresses in all capital letters such as 'MR JOHN MACDONALD,' but preferably as 'Mr John MacDonald.'
- Please avoid spreadsheet lists where lines of addresses are split into individual columns across the page, as these can cause confusion.

If you have any questions about preparing your guest list, please phone or email Duncan for guidance. He is always happy to offer advice to help you achieve the best results.

For best results, guest lists should be similar to examples shown below.

ALISON SMITH DAY INVITATIONS Contact no: 0141 014 1014	
Mr & Mrs Les Thompson & James	Mr John Beattie
Mr & Mrs John Fox	Mrs Elspeth Thompson
Mr Alan Fox & Guest	Helen, Frank & Family
Mr Tom Macarthur & Partner	Mr & Mrs R Thompson & Family
Mr & Mrs Phillip Elliott	Mr & Mrs Ian Pollock
Mr & Mrs Trevor Bartlett	Mr & Mrs Robert Smith

ALISON SMITH DAY ENVELOPES Contact no: 0141 014 1014	
Mr & Mrs L Thompson 193 Main Street Broxburn West Lothian EH00 0ZZ	Mr J Beattie 12 Milton Street Milngavie Glasgow G00 0XX
Mr & Mrs John Fox The Cottage Seaview Lane Ayr	Mrs E Thompson 14B Orchard Grove Edinburgh EH00 0XX