



SINCERELY YOURS, DIANE

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STUFFING AND STAMPING

1. Print out the list and number each entry
2. If you are using a mail back rsvp, number the backs of the rsvp cards, bottom right in pencil.
3. If you are using an rsvp envelope attach a one oz. (forever stamp) and stamp only the amount of RSVP envelopes that you need.
4. Then start stuffing.
5. Once everything is stuffed, stamp the invitation envelopes that are in the USA
6. Set the “out of the country” invitations aside and when you go to the post office, let them weigh and stamp these separately.
7. Once everything is stuffed then you can seal. I like to lick, but some people like to use a damp cloth. Another option is the SCOTCH brand, double sided adhesive roller. You can get that at Office Depot or Walgreens. **Do not use a glue stick.** For some reason, when you use a glue stick, the envelope tends to open and the rsvp card might fall out. Better not to take a chance.
8. Take everything to the post office early in the morning and ask them to hand cancel. All mail has to be out of the post office by 5:00 pm so if you bring a lot of envelopes to hand cancel at 4:00 pm they might not have time to do it.

You can always call or email me if you have any questions or concerns.

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