

# *Adrienne D. Heats*

## ENVELOPE QUESTIONS

1. Style
2. Color ink
3. "and" or "&"
4. street, city, state--abbreviated or spelled out
5. 7 and/or Z--crossed or not
6. apartments--
  - a. 123 State Street, Apt. 3B
  
  - b. 123 State Street, No. 3B
  
  - c. 123 State Street  
Apartment 3B
  
  - d. Apartment 3B  
123 State Street
7. lines indented or justified left margin
  - a. Mr. & Mrs. John Smith  
123 State Street  
Lone, Ohio 87654
  
  - b. Mr. & Mrs. John Smith  
123 State Street  
Lone, Ohio 87654

Please type all address lists (using Times font, label format) as you wish them to appear, also include names for inside envelopes when appropriate. Check and include correct ZIP codes as well as Mrs., Ms., or Miss designations etc. Any mistakes made on your list will be duplicated, so PLEASE double check everything. My mistakes are my responsibility, yours are billable. Please supply at least 20 extra envelopes.

*Calligraphy & design*