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|  | **Single Envelopes** |
| **Single Guest** |  |
| Unmarried Female | Miss Jane Jones or Ms. Jane Jones  and Guest |
| Divorced Female-kept married name (Smith) | Mrs. Jane Smith or Ms. Jane Smith and Guest |
| Divorced Female-back to married name (Jones) | Ms. Jane Jones  And Guest |
| Widowed Female | Mrs. Jane Smith or Mrs. John Smith (and Guest)  \*never use 'and guest' if recently widowed. |

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| **Children** |  |
| Children under 18 | and Kayla (1 child) Kayla and Johnny (2+children) \*List by age-oldest first. |
| Child 18 and over | Miss Kayla Jones and Guest |
| **Couples** |  |
| Unmarried couples who do not live together | Miss Jane Jones  Mr. Carl Davis |
| Unmarried couples who live together | Miss Jane Jones Mr. Carl Davis |
| Married couples-\*notice the use of 'and' to signify marriage in the following: | Mr. and Mrs. Carl Davis |
| Married Couple-She kept maiden name | Mrs. Jane Jones and Mr. Carl Davis |
| Married Couple-She has hyphenated last name | Mrs. Jane Jones-Davis and Mr. Carl Davis |
| Married Couple-She has a professional title and he does not. | Doctor Jane Davis and Mr. Carl Davis |
| Married Couple-both are doctors | Doctor Jane Davis  and Doctor Carl Davis  or  The Doctors Davis |
| Married Couple-both are doctors with different last names | Doctor Jane Jones and Doctor Carl Davis |
| Same sex Couples-list in alphabetical order by last name | Mr. Fred Smith Mr. Mark Jones |
| **Military** |  |
| He is a commissioned officer | Colonel and Mrs. Carl Davis |
| He is a non-commissioned officer or enlisted man | Mr. And Mrs. Carl Davis |
| He is a retired commissioned officer | Colonel and Mrs. Carl Davis |
| She is a commissioned officer, he is not | Mr. and Mrs. Carl Davis or Captain Jane Davis and Mr. Carl Davis |
| **Misc.** |  |
| Judge | The Honorable and Mrs. Carl Davis |
| Reverend | Reverend and Mrs. Carl Davis |