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|  | **Outer Envelopes** | **Inner Envelopes** |
| **Single Guest** |  |  |
| Unmarried Female | Miss Jane JonesorMs. Jane Jones | Miss Jonesand GuestorMs. Jonesand Guest |
| Divorced Female-kept married name (Smith) | Mrs. Jane SmithorMs. Jane Smith | Mrs. Smithand GuestorMs. Smithand Guest |
| Divorced Female-back to married name (Jones) | Ms. Jane Jones | Ms. Jonesand Guest |
| Widowed Female | Mrs. Jane SmithorMrs. John Smith | Mrs. Smith(and Guest)\*never use 'and guest' if recently widowed. |

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