

Calligraphy by Encore Studios

The "Calligraphy by Encore Studios" system has been designed to complement the various Encore Studios albums by offering personalized calligraphy of envelopes and cards in the typestyles and ink colors presented in those albums.

AS SIMPLE AS:

1. Downloading the "Calligraphy by Encore Studios" software program from our website www.encorestudios.com.*
2. Enter your guest list in our easy to follow program.
3. Submit your guest list with (or after placing) your invitation order via e-mail or on a saved disk.
4. The invitations will then be returned with the envelopes addressed in the typestyle and ink color of your invitations ready to be collated, stamped and mailed.

"Calligraphy by Encore Studios" requires the Windows 3.1, Windows 95, 98 or 2000 operating systems and may only be used on invitations purchased from Encore Studios.

*The program is also available on a diskette free of charge upon request.

ADVANTAGES OF CHOOSING CALLIGRAPHY by ENCORE STUDIOS

1. Be assured of an exact typestyle match to your invitation.
2. Be assured of the closest possible match of ink color to your invitation.
3. Eliminate the need to repack the envelopes for shipment to a calligrapher.
4. Eliminate the inconvenience of replacing mis-addressed envelopes. (Encore will always replace any mis-addressed envelopes with the proper matching envelope).
5. Save time, labor and shipping costs.

PREPARATION OF THE GUEST LIST

To ensure swift and accurate delivery of addressed envelopes, it is suggested that the guest list be submitted using the "Calligraphy by Encore Studios" disk program.

With simple to follow instructions this program makes entering of the guest list a breeze.

With the list completed and saved, an alphabetized tabulation of the list can be printed so that it may be proofed before submitting it for addressing. Although the list will be printed in a block lettering for ease of proofing, be assured that the envelopes themselves will be addressed in the typestyle you have selected. In addition, when we return the envelopes we will include a tabulation in the form of a "Guest Response List and Seating Roster" which provides columns for recording responses, table seating, gifts, thank you acknowledgments, as well as miscellaneous notes.

When the guest list is submitted, **it will be assumed that it has already been proofed and ready for addressing.**

As an added convenience, provision has been made to view a "Guide to Envelope Addressing" which may be accessed at any time while entering the list.

LATE ADDITIONS AND CORRECTIONS

Invariably guest lists need to be amended or addresses corrected after the order has been completed. To accommodate this, we will hold any extra envelopes for 3 weeks after a calligraphed order has been shipped. Should there be additions or corrections, they must be faxed or mailed, and the dealer name, job name, calligraphy typestyle, and ink color indicated. **No telephone additions or corrections will be accepted.**

Please note - We do not offer personalized calligraphy in gold, silver, copper or pearl inks.

SUBMITTING THE GUEST LIST

Enter the names and addresses as you wish them to appear on the envelope. **Do not abbreviate.** Abbreviations, if submitted, will appear that way on the envelope.

Submitting the Guest List from the "Calligraphy by Encore" Program
Upon exiting the program you are given instructions on how to submit the Guest List.

Submitting the Guest List if Saved in a Word Processing Program
If submitting the guest list in a word processing program, it can be utilized **only if it is organized and saved in the following format:**

Title
First Name
Last Name
Additional Name (If applicable)
Street Address
City, State
Zip
Country (If applicable)

Mr. and Mrs.
Daniel
Gilford
237 Westview Drive
Clifton, New Jersey
07012

Mr. and Mrs.
Robert
Langford
and Family
397 Lester Drive, Flat 67
London
NW3 7LQ
England

Miss
Lori
Davidson
Mr. Trent Dillard
736 West End Avenue
New York, New York
10062

- A. **P.C. format Only** (not MAC).
- B. All copy to be **Flush Left**.
- C. **One space only** between each completed entry.
- D. **Do not number your entries.**
- E. Submit **one column only** not two columns side by side.
- F. When saving to the disk enter **"Text"** in the "Save the type" window.

Submitting the Guest List if Saved in a Spreadsheet

If submitting the Guest list in a Spreadsheet, it can be utilized **only if organized in columns as displayed below.**

The file (Guest List), when saved in a word processing or spreadsheet program, may then be e-mailed as an attachment directly to encoredisk@encorestudios.com or copied to a diskette which is then returned to your dealer.

A	B	C	D	E	F	G	H
TITLE	FIRST NAME	LAST NAME	ADD'L NAME	STREET (Do not abbreviate)	CITY, STATE (with comma - do not abbreviate)	ZIP	COUNTRY
Mr. and Mrs.	Lawrence	Bollinger	and Andrew	237 Westview Drive	Clifton, New Jersey	07012	
Mr. and Mrs.	David	Brelin		Prince Albert Road, Flat 34	London	NW3 7LQ	England
Mr. and Mrs.	John	Smith	Ian and Janice	2216 West End Avenue	New York, New York	10062	
Mr.	Simon	Rhodes		Hotel Hasharon	Herzlia Pitauch	1301	Israel
Mr. and Mrs.	Kenneth	Crystal	and Family	35 East 85th Street, Apt. 5F	New York, New York	10101	
Ms.	Melissa	Duallo		25 Pheasant Place, Apt. 2D	Dallas, Texas	75287	
Mr.	Daniel	Jones	Miss Kate Reed	2464 Forrest Drive	Woodland Hills, California	33125	

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