

# GUEST ADDRESS PRINTING

New and Blue  
1701 Broadway St. #137  
Vancouver, WA 98663  
USA

1.877.268.7117  
www.newandblue.com



Click [here](#) to see a video about guest address printing.

## Price

Blank Mailing Envelopes = \$.15/ each

Mailing Envelopes + Return Address Printing = \$.39/each

Mailing Envelopes + Return Address Printing + Guest Address Printing = \$.99/each

## How to Order

**Step 1** - Place your order via the website and complete the on-line order form. [Fonts can be viewed here.](#)

**Step 2** - Download the [spreadsheet template](#) from the [FAQ](#) page on our website, save it to your computer, and complete it with your guest's names and addresses. Re-save the file, and e-mail it to [New and Blue](#).

**Step 3** - Wait for New and Blue's design team to e-mail your free e-mail proof. (Adobe Acrobat PDF).

You will then need to e-mail your "approval to print" if the proof is accurate or make corrections to your spreadsheet and re-submit for an updated proof. Your order is not printed until we receive your approval.

*Important Considerations* - Additional information can be found at [www.savethedatamagnet.com/termsandconditions.php](http://www.savethedatamagnet.com/termsandconditions.php)

### Address Accuracy

New and Blue will use the spreadsheet you submit to print your envelopes and will not make changes or corrections to the information you provided. It is your responsibility to ensure your list is accurate. New and Blue will not re-print envelopes with incorrect data.

### Font

You may select a font from the list provided on our website but New and Blue does not guarantee US Postal Service acceptance. Ornate fonts may be difficult to read and we suggest choosing a simple, elegant font to increase the likelihood of delivery.

### Special Characters

Some fonts choices do not offer special characters such as the "#" sign. Please avoid using special characters.

### Proof

Your proof will display each address from your spreadsheet. You are responsible for ensuring that each envelope displays properly. Do not approve a proof if any of the addresses have incorrect data or display improperly.