

# Wedding Suite Web Ordering Guide

## PLEASE READ FIRST SO YOU CAN HAVE SUCCESS!

So you found your partner in life and you want to get married and share the news with the world? Hooray! Congratulations! We can help you with that.

Now you found an invitation you like and want to make it your own? Great! We are glad you found us. In order to make this a successful partnership, there is a little work to do. Don't worry, we put a lot of thought on how to make this as simple process as possible. The following is our process:



When you settled in on a design you like. Gather the information about your wedding details. If you need help with this part, consult our tip sheet on how to write your invitation and print out our Wedding Wording Worksheet and fill it out so you have it handy when you are ordering in Part A.

Still confused or do not know where to start? Call one of our Creatives. We would be happy to help you.

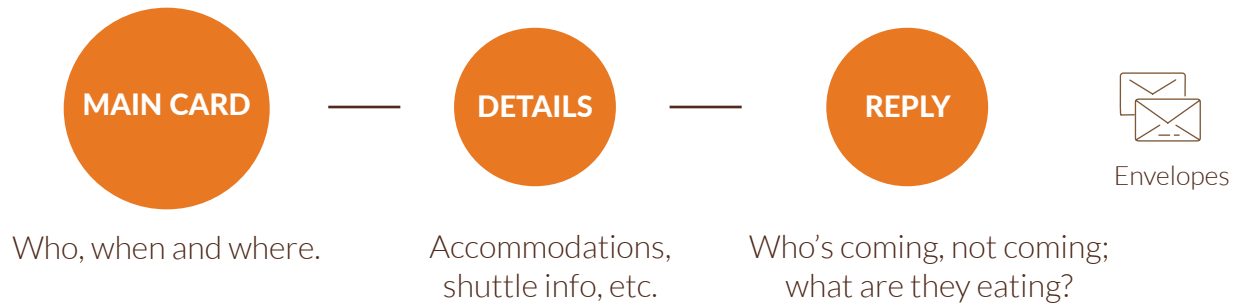
Call us at [215-922-2484](tel:215-922-2484) or you can email: [sales@casapapel.com](mailto:sales@casapapel.com)

*(Please allow 12-24 hours for email inquiries.)*



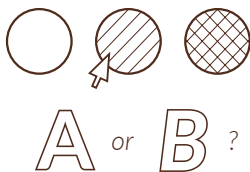
# Wedding Suite Web Ordering Guide

## BASIC ANATOMY OF AN INVITATION SUITE



### Part A:

#### 1 Design your invitation

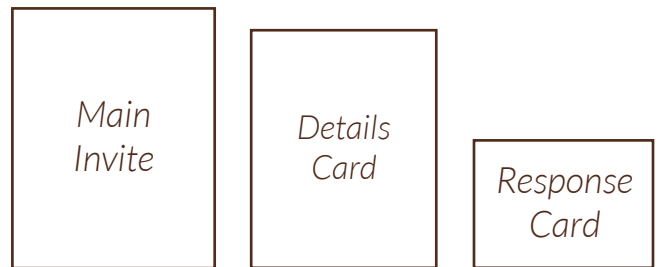


Choose paper & fonts,  
toggle between fonts

Mr. and Mrs.

Add your text

#### 2 Choose accompanying cards



**NEED MORE OR LESS CARDS?**  
Just contact Casa Papel

#### 3 Edit your details card

Accommodations

Philadelph*i*

Add your text

#### 4 Edit your response card

Accept with pleasure

Decline with reg*i*

Add your text

**NEED HELP? TALK TO ONE OF OUR CREATIVES.**

Give us a call at 215-922-2484 and we'd love to assist you with your order!



## 5 Customize suite options

### PRINT METHODS



Digital  
Quick, consistent quality



Thermography  
Raised ink with tactile shine



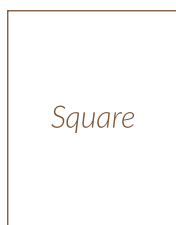
Foil Stamping  
Lux foil pressed into paper



Letterpress  
Deep impression into paper

Visit our website for more details  
regarding our print methods

### FINISHING



Square



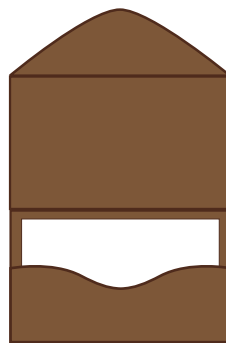
Rounded

## 6 Choose envelopes



Choose your color

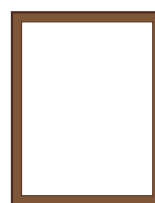
### EMBELLISHMENTS



Horizontal Pouch  
A colored pocket pouch



Vertical Pouch  
A colored pocket pouch

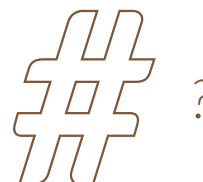


Layer  
A colored pocket pouch



Koala Pouch  
A colored pocket pouch

### QUANTITY



**NEED ANOTHER COLOR?**

Just contact Casa Papel

**Add your customized suite to your cart and place your order.**

Then sit back and relax, we'll take care of it from here!

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# Your Check List (and ours too!)



- ☐ **Fill out the Wedding Wording Worksheet.**  
(Highly recommend you download our form)

**Have questions? Call or email us!**

(We're old pros at this - just ask. We love to help!)



- ☐ **Select your invite and input your info & pay.**  
(Plan for about 30 minutes to do this process)

**Creatives get straight to work.**

(We got your back!)



**In 24 - 48 hours look for a digital proof.**

(This will come to you via email; be sure check your junk/spam folder)

**Let's make this suite tip top!**

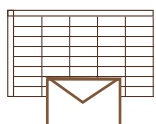
(We call this part refinement)



- ☐ **Gather your guest list.**  
(Use our template or your own format)

**Have questions?**

(Remember, we love to help. We're here for you.)



- ☐ **Email us your guest list; await digital envelope press proof.**  
(This will come to you via email from our production dept.)

**Review press proof of each envelope.**

(A dull but super helpful step! Clients love it.)



- ☐ **Approve digital proofs.**  
(This is done via email)

**Production begin!**

(Woot, woot! Start the presses!)



**Invitations will be shipped when completed.**

(You will get tracking information. Thank you from the team!)

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# Wedding Wording Guide

## PLEASE READ FIRST SO YOU CAN HAVE SUCCESS!

Etiquette is an education in the finer things in life.  
Demonstrating proper etiquette is simply enjoying a well thought out invitation.  
Breaking etiquette looks very similar to not knowing or understanding it.  
There is proper wording for the invitation and we want you to put your best foot forward!  
The following is a guide to different types of ceremonies and religious backgrounds.


## BASIC ANATOMY OF A WEDDING SUITE.

### - TRADITIONAL -

**1** 


**HOSTS**

This line denotes who is hosting (and paying) for the bulk of the wedding. Traditionally, the is the bride's parents. However, more couples are choosing to list both parents.

**2** 

**REQUEST LINE**

This line denotes what type of setting the ceremony will be held. "Honor of your presence" is reserved for a house of worship; "pleasure of your company" is for a secular setting.

**3** 

**THE COUPLE**

The bride always comes first. If parents hosting, first and middle name only. Groom is first, middle and last name unless his parents are hosting too. For same sex couples, your choice who comes first...



**1** MR. AND MRS. JOSEPH HAMILTON

**2** request the pleasure of your company at the marriage of their daughter

**3** ALLISON BLAIR

*to*

**3** NOAH JACOB CALHOUN

**4** SATURDAY, THE THIRTEENTH OF JUNE  
TWO THOUSAND TWENTY  
at half after five o'clock

**5** Overbrook Golf Club  
Villanova, Pennsylvania

**6** RECEPTION IMMEDIATELY TO FOLLOW

**7** Black Tie Invited

**7** 


**ATTIRE**

To provide some guidance for your guests, a one liner at the bottom specifies what type of attire is preferred.  
(Often used for formal invites; you may not need this.)

**4** 


**DATE & TIME**

Day of the week comes first, then month and year. Traditionally, everything is written out. Time of day is written out using o'clock or half after/half past.

**5** 

**LOCATION**

The street address is usually not included. If needed, the street, avenue or road should be written out. City and state should *always* be written out.

**6** 

**RECEPTION**

If the ceremony and reception are in the same place, it is common to say "reception immediately to follow." If held elsewhere, the location goes on a second line or on a separate reception card (not shown here).



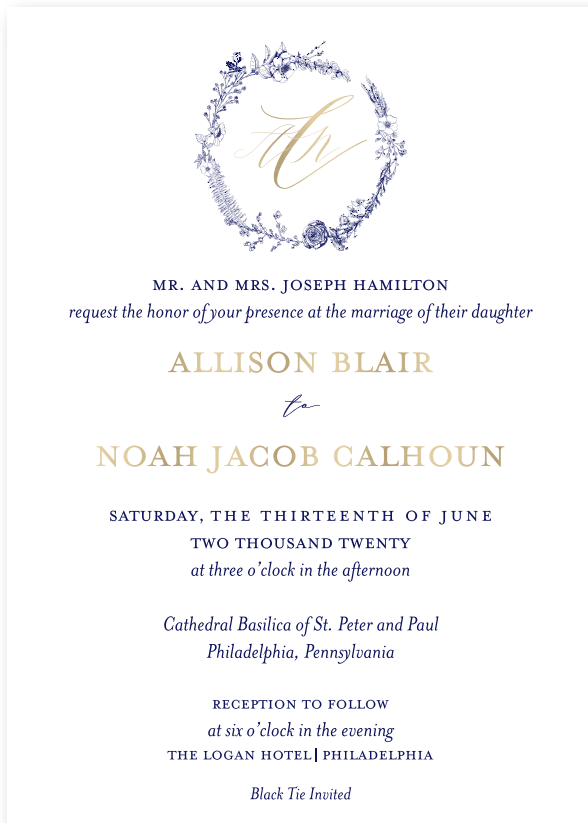
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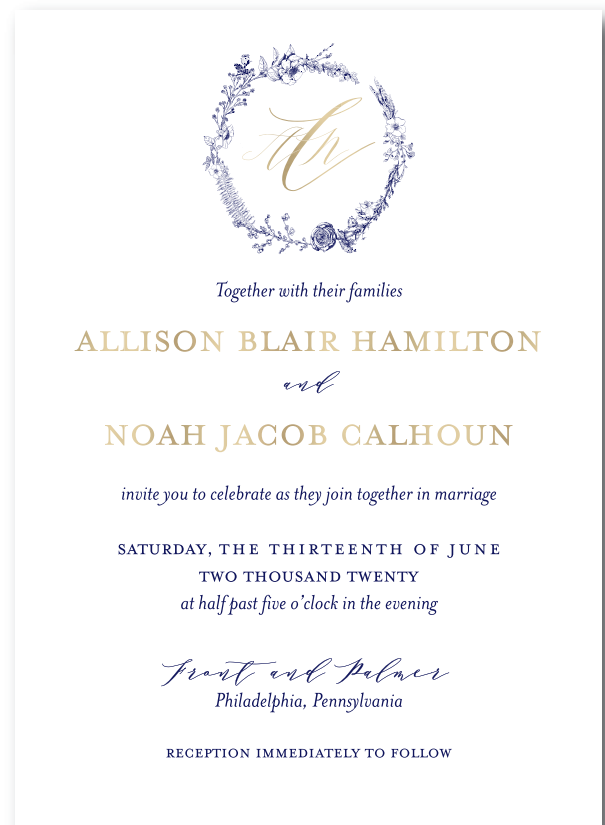
# More examples...

Below are two favorite wording for the traditional and casual styles.  
Need more help, contact us for additional options.

## - TRADITIONAL -



## - CASUAL -



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## DETAILS CARD

1



### HOTEL(S):

This is where you list the hotel where you have a block of rooms reserved for your guests. Remember to list the cut off date.

2



### GETTING THERE

If you are providing transportation, provide general information. You can always convey pick-up and drop off time on your website or welcome note.



## DETAILS

1

### ACCOMMODATIONS

#### THE RADNOR HOTEL

591 Lancaster Avenue, Wayne, Pa 19087

610-688-5800

Please mention the Hamilton/Calhoun wedding to receive a special rate. Cut off date is May 13th.

2

### TRANSPORTATION

A shuttle will be provided from the Radnor Hotel to the Overbrook Golf Club and returning to hotel after reception beginning at 9:30 pm and every half hour until 11:30 pm.



3

### WEBSITE

FOR MORE DETAILS VISIT:

[www.alliefoundhercatch.com](http://www.alliefoundhercatch.com)

3



### WEBSITE

Don't feel like you have to have one, but if you have one this is a great place to list registry information, updates, pick-up and drop off, pre and post wedding events, and your love story, and bridal party people.

## REPLY CARD

4



### WHO'S COMING?

Be sure to include a cut off a week or two prior to when you need to give a final head count to your caterer.

You can also say, "Happily accepts; sadly declines" or "Can't wait to celebrate; toasting from afar."



### KINDLY REPLY

☐ Accepts with pleasure

☐ Declines with regret

4

### BY THE THIRTEENTH OF SEPTEMBER

Please select an entrée selection for each guest



BEEF

5



CHICKEN



VEGETARIAN

5



### WHAT'S FOR DINNER?

You can be creative with this. You may also want to include a line about dietary issues.

"Please list any dietary restrictions on the back." Entrée option may not apply for your venue.



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## ENVELOPES



### RETURN ADDRESS

The return address is usually address only, but feel free to add your own personality.



### ADDRESSING

When it comes to addressing envelopes, there is a proper way. We have an additional helpful tip sheet that you can request, if you have questions. But, in general, titles for the couple/single and city and state should always be written out



## REPLY ENVELOPE



### REPLY

Unless you have someone else keeping track of who is coming and who is not, this is where you would list the couples' name and their address.



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# Wedding Wording Worksheet

1 **HOST LINE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 **REQUEST LINE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 **THE COUPLE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 **DATE & TIME:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5 **LOCATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6 **RECEPTION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7 **ATTIRE** *(if necessary):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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# Wedding Wording Worksheet cont.

**1 HOTEL(S):** \_\_\_\_\_ **CUT OFF DATE:** \_\_\_\_\_

\_\_\_\_\_

**2 TRANSPORTATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3 WEBSITE:** \_\_\_\_\_

\_\_\_\_\_

**4 REPLY CARD:** \_\_\_\_\_ **CUT OFF DATE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5 ENTRÉE OPTIONS** *(if necessary):* \_\_\_\_\_

\_\_\_\_\_

**6 MAIN ENVELOPE ADDRESS** *(on back of envelope):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7 REPLY ENVELOPE ADDRESS** *(guests will send back to):* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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