

How to format your address list

When it comes time to gather your addresses, I ask that you please type them into a word document following the formatting below. Please do not send a Google Doc, Excel, etc. It must be a simple Word Doc file.

Formal Addressing:

Mr. and Mrs. Chase and Kathryn Volz
2002 Hull Road
Sandusky, Ohio 44870

Semi Formal Addressing:

Mr. and Mrs. Chase Volz
2002 Hull Road
Sandusky, Ohio 44870

Family Addressing:

The Chase Volz Family
2002 Hull Road
Sandusky, Ohio 44870

Or:

Mr. and Mrs. Chase Volz and Family
2002 Hull Road
Sandusky, Ohio 44870

Informal Addressing:

Chase and Kate Volz
2002 Hull Road
Sandusky, Ohio 44870

For apartments:

Mr. and Mrs. Chase Volz
2002 Hull Road
Apartment L
Sandusky, Ohio 44870

For post office boxes:

Mr. and Mrs. Chase Volz
Post Office Box 11
Sandusky, Ohio 44870

Please remember to double check ALL spelling and formatting as I do not change anything once the list is sent to me.