

Names & Addresses

Please submit a list of names and addresses exactly as you wish them to be written - please be careful about punctuation, abbreviations, capitalization, and spelling. If you would like the State to be spelled, please have the state spelled out on your list.

If you need help with addressing or etiquette questions, Crane's stationery blog has a fairly comprehensive entry on the proper etiquette to addressing envelopes. If you are unsure about, or have an incomplete address, leave it at the bottom of your list, and I will check back in with you.

The names and addresses should be submitted to me in a word document or a .pdf, in legible type. Please do not submit an Excel sheet. Please pay careful attention to how you would like words like Street versus St., or Avenue versus Ave. For apartments, I usually write No. to keep spacing consistent. I will write exactly what you send me, so please be attentive to spelling & honorifics.

Here is an example of how addresses should be submitted:

Mr. and Mrs. Robert Smith

39 Henry Street

Unit 3L

Brooklyn, New York

11201

~or~

Mr. and Mrs. Smith

39 Henry St., No. 3L

Brooklyn, NY 11201