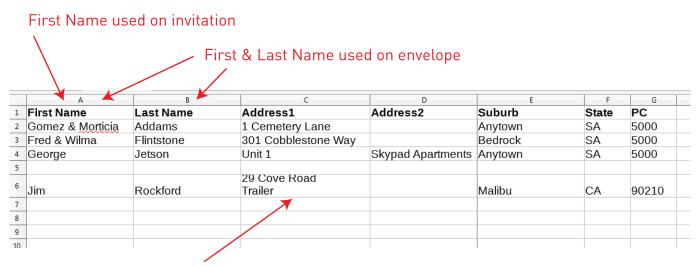# MAIL MERGE NAMES

Put your guest names and addresses into a simple MS Excel (or OpenOffice or LibreOffice) spreadsheet. Use the titles listed in the example:

First Name used on invitation

First & Last Name used on envelope

	A	B	C	D	E	F	G
1	**First Name**	**Last Name**	**Address1**	**Address2**	**Suburb**	**State**	**PC**
2	Gomez & Morticia	Addams	1 Cemetery Lane		Anytown	SA	5000
3	Fred & Wilma	Flintstone	301 Cobblestone Way		Bedrock	SA	5000
4	George	Jetson	Unit 1	Skypad Apartments	Anytown	SA	5000
5							
6	Jim	Rockford	29 Cove Road Trailer		Malibu	CA	90210
7							
8							
9							
10							

NOTE: do not hit RETURN to make a second line (it interferes with the mailmerge)

You can also download a sample excel file (link in the product description).

Upload your filled in file at the end of the order. Or you can send it to upload@allbizsuplies.biz. Put your Order Number in the subject line. (NOTE: this email address is automated for files only. It is **NOT read by humans**. If you have questions or additional info, email to: onlineprint@allbizsuplies.biz).