Cards Creative
Recipient Addressing Data Template

Please make your Data Columns and Addresses conform to the 7 columns below. Don't worry if some of your columns are empty. Empty columns will be skipped by our software w/o leaving gaps, when creating individual envelopes.

All data in cells should be in 1 line - NO returns on address information inside a cell! So for example, "City, State Zip" should look like:

Boulder, CO 80303 - **1 line, CORRECT!**

and never like this:

Boulder,
Colorado
80303 - 3 lines, WRONG!

Please **title your columns** and input your addresses **EXACTLY** as shown below:

First & Last Name 1	First & Last Name 2	C/O or Company	Street Address	Apartment/Suite	City, State Zip	Country if out of USA
John and Mary Smith			1234 Fairview Lane		Boulder, CO 80303	
Bill Johnson	Cheryl Jones		567 Hilltop St.	Apt. 21 B	San Francisco, CA 94134	
Tylor Welch		International Wines, LLC	118 Boulevard Rueso	Suite 431 East	75006 Paris	France