

# Designer Chocolates

BY CHOCOLATE WORKS

## GUEST LIST SETUP

Guest List for Clare & Graeme  
Wedding 7/11/09

Clare            or            Bride  
Graeme        or            Groom

Ben  
Beryl  
Brian  
Chris  
David  
Elizabeth  
Grant  
Jessica  
John  
June  
Katherine  
Lath  
Lauren  
Lee  
Les  
Luke  
Maryanne  
Michael  
Peter  
Rebecca  
Rosemary  
Russell  
Scott  
Sharon  
Stuart  
Sue  
Todd  
Wendy

Total Names 30  
plus 5 blanks

**Total 35**

This is a guide to help you layout your guest list for your Designer Chocolates. Please follow the instructions below and email through to us.

**\*Names will be printed exactly as they are sent to us.**

Using Excel, type all the guests' first names **down column A** of the spreadsheet. (If you do not have Excel you may type them in Word).

- Due to space and size surnames are NOT recommended or required.
- Make sure you have typed the first letter of each name in capital and the rest of the letters in lower case.

- **Don't forget yourselves! - Put your names first on the list.**

Whether you wish to have your names or "Bride" and "Groom" - please type your names exactly as you would like them printed ie. "Clare" OR "Bride"

- If you have multiple guests with the same name, please type every guest name individually in the list.

**Please DO NOT type them like this:** Michael x 3  
Jenny x 2

- We recommend getting a few blanks for last minute guests, entertainers, photographers, friends who couldn't make it etc. Blanks look exactly the same, just with a space in place of the guest's name.

**Please list at the bottom how many blanks you would like, as shown in the example to the left.**

- Save your guest list and email it to us at:  
[designerchocs@chocolateworks.com.au](mailto:designerchocs@chocolateworks.com.au)

### Reminders

When you receive your order, please go through all the names straight away to ensure everyone is accounted for. We also ask that you double check the design and any extras such as stands. This way if there are any issues we have plenty of time to amend them.

Your order will most likely be delivered via courier (except for some remote areas which are sent with Australia Post or urgent orders sent with Express Post ). This package must be signed for. If no one is available at delivery the courier will leave a contact card to re-schedule delivery. If they do not hear from you within five days your order will be returned to us.

If you have any questions please don't hesitate to contact us!

Designer Chocolates - 20 Garden Blvd, Dingley Vic 3172 - [www.designerchocolates.com.au](http://www.designerchocolates.com.au)  
[dc@chocolateworks.com.au](mailto:dc@chocolateworks.com.au) - 03 9551 4596

