

Lots of examples of “inserts”

- **Action:** If you find one that you like just tell your adviser the example number
- **Action:** Each example can be altered, please tell your adviser and they will confirm
- **Tip 1:** Please mention the font that you require
- **Tip 2:** Examples of fonts are listed, use these as a guidance

Example 1

Font: *Times Roman*

Dalton Jameson and Stewart Architects
Is celebrating their One Year Anniversary

Please come and tour our office and enjoy hors d’oeuvres and drinks

Saturday, 12th December 2009
From 3:00 p.m. to 5:00 p.m.

Example 2

Font: *Albertus Medium*

Anderson Systems
Cordially invites you to attend an
“Open House”

Saturday, 12th December 2009.
At five o’clock in the afternoon

6587 High Street, Chester, CH1 4AT

Cocktails and Hors d’oeuvres will be served.

Example 3

Font: *Gills sans MT*

The Windsor Medical Group
Cordially invites you and a guest
To attend their fifth annual
Black Tie Dinner and Auction

A £25 donation per person and all other proceeds
Will benefit “Cancer Research”

Saturday, 12th March 2009 - At eight o’clock in the evening

The Marriot Hotel - Station Road, Chester

RSVP by 2nd March 2009 – Gail 01244 123123

Example 4

Font: *Times Roman*

The Richmond Foundation
Cordially invite you to attend and Open House Event

The Clock Tower Building – Chester

Saturday, 12th December 2009
From 3:00 p.m. to 5:00 p.m.

Example 5

Font: *Adabi MT Condensed Light*

You are cordially invited to join

UK Exhibition

For a luncheon in honour of our
TENTH ANNIVERSARY
Monday 8th April 2009 at 12 noon

Johnston House – Lakeview Park – Chester – Cheshire

RSVP: info@yourbusiness.co.uk Tel: 0845 1080047

Example 6

Font: *Adabi MT Condensed Light*

You are cordially invited to join

The Justin Perry Corporation

Invites you to join our members
At our Annual Awards Banquet

Saturday 23 April 2010
6:30 p.m. Cocktails
7:30 p.m. Dinner

The Headlands Hotel – The Avenue – Hampstead – London
The cost is £40 per person - Cocktail Attire

Please R.S.V.P. by 10 April 2010 – info@youraddress.com Tel: 0845 1080047

Example 7

Font: *Baskerville Old Face*

Join US to Celebrate Our 12th Exhibition Event
This is our opportunity to market our latest exciting range of products

Chocolate and Cakes Ltd

Stand 22 – National Exhibition Centre, Birmingham

Monday to Friday starting Monday 27 April 2010 - 09:00hrs – 17:00hrs
Please use this invitation to gain free entrance to the event

Prize draw:

Please hand this invitation to our on sight Sales adviser for a chance to win a Luxury Holiday

Please R.S.V.P. by 10 April 2010 – info@youraddress.com Tel: 0845 1080047

Example 8

Font: *Baskerville Old Face*

Invitation to our Practical Display
We will have 14 Operators to help you operate and ask questions about our machines

World Design Engineering Group

2450 Titanic House - Harbour Gate 12b - Liverpool

Monday 27 April 2010 - 09:00hrs – 17:00hrs

Please R.S.V.P. by 10 April 2010 – info@youraddress.com Tel: 0845 1080047

Example 9

Font: *Bookman Old Style*

UK Exhibition

Announces the merger of two companies

We invite you and a guest to a party to help commemorate our merger

Drinks and full Buffet – Formal Dress please

Monday 27 April 2010 - 09:00hrs – 17:00hrs

Please R.S.V.P. by 10 April 2010 – info@youraddress.com Tel: 0845 1080047

Example 10

Font: *Casteller*

EVERYONE'S INVITED TO

OUR
5TH YEAR IN BUSINESS PARTY

THE SCHOONER – MARINER WHARF – PORTSMOUTH

SATURDAY 27 JUNE 2010 – 18:30HRS – 21:45HRS

R.S.V.P. BY 10 JUNE 2010 – INFO@YOURADDRESS.COM TEL: 0845 1080047

Example 11

Font: *Copperplate Gothic Light*

MR AND MRS DAVID MACGREGOR
REQUIRE THE HONOUR OF YOUR PRESENCE
AT THE MARRIAGE OF THEIR DAUGHTER

**SAMANTHA MACGREGOR
TO
JOHN JAMES**

SATURDAY TWENTY THIRD OF JUNE 2010
6 P.M. IN THE EVENING

R.S.V.P. BY 10 JUNE 2010 – INFO@YOURADDRESS.COM TEL: 0845 1080047

Example 12

Font: *High Tower Text*

Lowery and Lewis Glasgow
Would like to announce they are merging with
MacGregor Solicitors of Perth

We will now be called:
Lowery and MacGregor Group Partnership

We require the honour of your presence
For drinks and Hors d'oeuvres
Monday 14th July 2010 at 17:45hrs
R.S.V.P. by 10 June 2010 – info@youraddress.com Tel: 0845 1080047