Recommended Standard Address Format

Non-address data:          CPRS 03672
Information/Attention:     MR S O'NEILL PRES
Recipient:                 SEAN O'NEILL INC
Delivery Address:          4321 MAPLE ST STE 342
Post Office, State, ZIP code:   OAKTON MD 12345-6789

STARTING FROM THE BOTTOM, ADDRESSES GO FROM GENERAL TO SPECIFIC.

For efficient processing of addresses on USPS automation equipment the following is recommended:

STANDARD ADDRESS FORMAT
MACHINE-PRINTED ADDRESS
ALL LINES LEFT JUSTIFIED
SIMPLE TYPE STYLE (SAN SERIF FONT)
10-12 POINT TYPE SIZE
ALL UPPER CASE CHARACTERS
NO PUNCTUATION
USE POSTAL ABBREVIATIONS

DO THIS:
MR S ONEILL
SEAN OIL INC
STE 342
4321 MAPLE ST
OAKTON MD 12345-6789

NEVER DO THIS:
MR S ONEILL
SEAN OIL INC
STE 342 (too many spaces)
4321 MAPLE ST
OAKTON MD 12345-6789

1/8" SPACE AROUND ADDRESS IS PREFERRED

Print Quality and Color:

The OCR (optical character reader which “reads” the address on your mail) performs best with black ink on a white background. Although certain color combinations are acceptable, it cannot read the address if there is not enough contrast between the ink and paper. Keep the ink as dark as possible (but not bold) and the background as light as possible (pastel colors are ok.) Avoid printing the address on paper with background patterns such as those found on checks.

ADDRESSING YOUR MAIL

GUIDELINES FOR PREPARING YOUR MAIL FOR EFFICIENT PROCESSING AND DELIVERY BY THE UNITED STATES POSTAL SERVICE (USPS.)

Whether you are mailing one million letters for a corporation or one greeting card to a friend, the quality of the print and address content can greatly affect the efficiency of processing and delivery by the United States Postal Service.

UNDERSTANDING THE PROCESS:

All letter-size mail (typical cards, flyers and small to medium-size envelopes) is sorted on machinery** by the use of a POSTNET Delivery-Point Barcode. That barcode represents the ZIP+4 code and delivery-point numbers assigned by the USPS to each valid delivery address in the country. It allows the mail to be sorted into groupings for each specific point in the sequence in which the mail carrier delivers mail - even as finite as individual suites, units, apartments, or companies within a building. It is called Delivery-Point Sequencing (DPS.) If the barcode is not previously applied by the mailer, the machinery must locate the intended delivery address and apply the appropriate barcode for that address on the mail. Therefore, it is critical to this process that mailers use the correct, valid delivery-point information (especially apartment, suite or unit numbers) when putting an address on a letter.

** Put simply, there are 2 machine-systems on which letter-size mail is processed:
- MLOCR (multi-line optical character reader) - locates an address on the mail, recognizing characters and numbers, matches it to the USPS address data of ZIP+4 codes and sprays a barcode in lower right clear area.
- BCS (barcode sorter) - reads barcodes on mail and sorts it to the appropriate ZIP code area.
WHAT YOU CAN DO TO HELP THE USPS MACHINERY PROCESS YOUR MAIL

PERSONAL MAIL (Cards, Letters and Bill payments):
- apply a machine (preferable) or hand-printed address using the standardized address format on this pamphlet.
- include the correct ZIP+4 code using the ZIP code Lookup tool at www.usps.com (See below.)

Go to: WWW.USPS.COM

Find a ZIP + 4® Code By Address Results

You Gave Us
181 CORLISS ST
ROOM 108
PROVIDENCE RI

Lookup Another ZIP Code™

Full Address in Standard Format:
181 CORLISS ST  RM 108
PROVIDENCE RI  02904-2699

Keep return address in upper-most left corner - ABOVE logo.

Keep address higher than 5/8" from the bottom of the mail, and always to the lower right of the return address.

BUSINESS MAIL (Cards and letters mailed in volume):
- apply a machine-printed address using the standardized address format in this pamphlet.
- include the correct ZIP+4 code using the ZIP code Lookup tool at www.usps.com (See above.)
- have your mailing list processed** to ensure:
  -- correct ZIP+4 codes using CASS (Coding Accuracy Support System) product.
  -- current address corrections using NCOA (National Change of Address) and other MoveUpdate programs to avoid unnecessary forwarding of mail.
  -- valid USPS-deliverable addresses by using DPV (Delivery Point Validation) Service which tells you which addresses are ones to which the USPS does not deliver.
- correct suite information for business addresses using the Suite Link Product, a new product used in conjunction with CASS/MASS.

** For more information contact the USPS National Customer Support Center (NCSC) at 800-238-3150.
** See the USPS website: http://www.usps.com/nccsc/
** For vendors providing these services, search your local business telephone listings or web browser for mailing services and/or address lists.

State/Territory Abbreviations:

Alabama AL Montana MT
Alaska AK Nebraska NE
American Samoa AS Nevada NV
Arizona AZ New Hampshire NH
Arkansas AR New Jersey NJ
California CA New Mexico NM
Colorado CO New York NY
Connecticut CT North Carolina NC
Delaware DE North Dakota ND
Dist of Columbia DC Northern Mariana Is MP
Florida FL Ohio OH
Georgia GA Oklahoma OK
Guam GU Oregon OR
Hawaii HI Palau PW
Idaho ID Pennsylvania PA
Illinois IL Puerto Rico PR
Indiana IN Rhode Island RI
Iowa IA South Carolina SC
Kansas KS South Dakota SD
Kentucky KY Tennessee TN
Louisiana LA Texas TX
Maine ME Utah UT
Marshall Islands MH Vermont VT
Maryland MD Virginia VA
Massachusetts MA Virgin Islands VI
Michigan MI Washington WA
Minnesota MN West Virginia WV
Mississippi MS Wisconsin WI
Missouri MO Wyoming WY

Locator and Directional Abbreviations:

Avenue AVE Lake LK
Boulevard BLVD Lane LN
Court CT Mountain MTN
Center CTR Parkway PKWY
Drive DR Place PL
Expressway EXPY Road RD
Heights HTS Station STA
Highway HWY Street ST
Island IS Turnpike TPE
Junction JCT Valley VLY
Apartment APT North N
Building BLDG East E
Floor FL South S
Suite STE West W
Unit UNIT Northeast NE
Room RM Southeast SE
Department DEPT Northwest NW

ADDRESSING YOUR MAIL - prepared by the Southeast New England Business Mail Entry - 2007