DELIVERY ADDRESS FORMAT

Street Suffix Abbreviations

- Very important in verifying the Zip Code – always use Postal approved abbreviations.

- When the street name contains two consecutive words that can be suffixes, spell out both words and abbreviate only the actual suffix.

BOULEVARD – BLVD
AVENUE – AVE
COURT – CT
STREET – ST
DELIVERY ADDRESS FORMAT

Directionals

- Street addresses can contain predirectional and/or post-directionals in their name. There are 8 official geographic directional abbreviations:

  N   S   E   W   NE   NW   SE   SW

Secondary Address Unit Designators

- Mail addressed to multiunit building should include address unit designator: APARTMENT (APT), SUITE (STE), ROOM (RM), FLOOR (FL), numbers

- **Do not use the pound sign (#)** – the Postal equipment cannot read symbols.
QUALITY ADDRESSING SAMPLES

NORTH EAST MAIN STREET  PREFERRED  NE MAIN ST

BAY AVE SOUTHWEST  BAY AVE SW

NORTH SOUTH OAK ST  N SOUTHWEST OAK ST

WEST MAPLE COURT EAST  W MAPLE COURT EAST
ADDRESS LINE COMPONENTS

Post Office Box Addresses

- Always use the prefix “PO BOX” followed by a space and then the box number

Dual Delivery Addresses

- USPS discourages the use of dual delivery addresses that include both the street address and PO Box. If used, do not place both addresses on the same line. Mail is delivered to the address appearing on the line immediately above the city state & Zip

DON PRESORT
PO BOX 134
123 MAIN ST SW
GRAND RAPIDS MI 49548

DON PRESORT
123 MAIN ST SW
PO BOX 134
GRAND RAPIDS MI 49501
• **Left Justification**
  All lines of text in the address block should be left justified

• **Uppercase vs. lowercase**
  USPS prefers that you print all delivery address information in capital letters to improve character recognition

• **Punctuation**
  USPS prefers that all punctuation be omitted in delivery addresses

• **Print Quality**
  The performance of the OCR depends upon the print quality of addresses. Printed characters should present the highest contrast possible relative to the background they are printed on.

  - OCRs work best when the address is printed or typed in black ink on white background
READABILITY/MACHINABILITY SUGGESTIONS FOR LETTERS AND FLATS

* Print City, State and Zip code on same line
* Print attention line above company name
* No punctuation
* All capital lettering
* Left justify the address block information
* Use uniform font size and spacing
* Address characters should not touch
* Use 10-12 point OCR readable font
* Avoid script and narrow fonts
READABILITY/MACHINABILITY SUGGESTIONS FOR LETTERS AND FLATS

* Use postally acceptable abbreviations – do not use the # sign

* Content of mail must be reasonably flexible to ensure proper transport through postal processing equipment

WHEN HANDWRITING:

* Use block style characters (always avoid cursive) – print

* Avoid using ink that is not blue or black – do not use red

* Write addresses in straight lines (machines cannot read +/-5% skew)

* Do not use markers or crayons