

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



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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

BAY AVE SOUTHWEST

NORTH SOUTH OAK ST

WEST MAPLE COURT EAST

PREFERRED

NE MAIN ST

BAY AVE SW

N SOUTH OAK ST

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

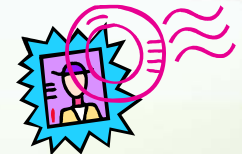
GRAND RAPIDS MI 49501

- **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

READABILTY/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 $\pm 5\%$ skew)
- * Do not use markers or crayons

