

## Standardized Address Format

**The return address must contain:**

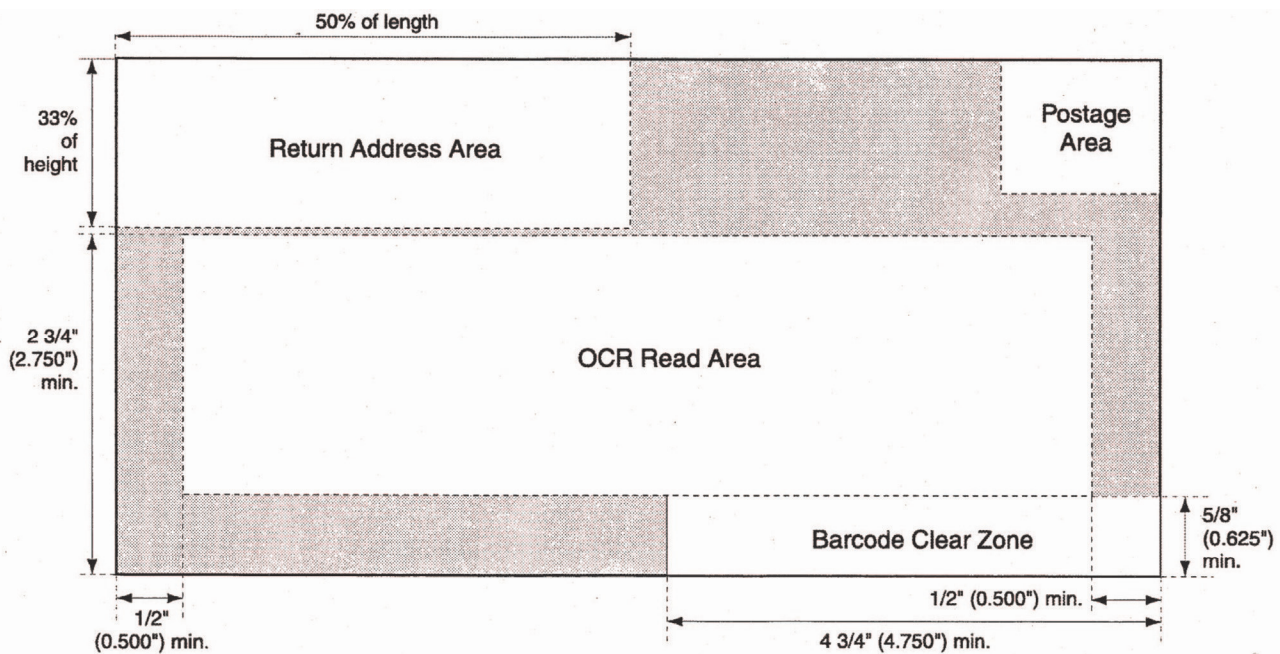
Business Name

Department or Program Name (Not just an individual's name)

Street Address

City, State & Zip

Below is a diagram of placement for both return and recipient addresses locations. Also avoid printing anything in the barcode clear zone or the postage area of an envelope as it can cause a delay in deliver of your mail piece.



Standard Address format should be followed to expedite mail:

- Line 1 Non-Address Data – For Example: Return Authorization Number
- Line 2 Information/Attn: Specific Person Mail is intended for
- Line 3 Recipient – Company Name
- Line 4 Delivery Address Line 1 (If delivery address is too long, place apartment number or other secondary address element on the line above the delivery address – “wrap up”)
- Line 5 Delivery Address Line 2 (if needed)
- Line 6 City, State or Providence, Zip Code
- Line 7 Country (only required when mailing outside the US)

EXAMPLE:

RA # 12345  
JOHN DOE  
RETURNS DEPT  
KELLOGG COMMUNITY COLLEGE  
LANE-THOMAS BLDG RM 105  
450 NORTH AVE  
BATTLE CREEK MI 49017-3397  
(COUNTRY if international mail piece)

Whenever possible address should be typed or printed neatly on the envelopes in a font such as Arial. US Postal Service abbreviations should be used whenever possible. *Hand written envelopes take longer to be delivered.*

Future Postal Service plans are that return addresses must be on the same side of the envelope as the mailing address. Mail that does not comply will be mailed out at the full first class rate and may incur additional handling charges.

Fluorescent or Dark colored paper should not be used for letters that will be inserted into a window envelope or for the actual envelopes themselves. The postal equipment cannot read address information on these colors of paper. Do not use carbonless (NCR) forms in window envelopes as the print is not dark enough for the postal equipment to read and mail will be delayed or returned.

Tap Test – when using window envelopes insert a sample letter and do what is called the “Tap Test” tap the envelope end(s) and bottom to make sure the only thing that shows through the window is the address and that the address can still be seen through the window no matter which of the three sides of the envelope you are tapping against a flat surface. Delays will occur if any type below the address shows through the window of the envelope or part of the address no longer is visible through the window.