

ADDRESSING ENVELOPES PER US POSTAL SERVICE REGULATIONS

Most people do not realize that the Postal Service has set guidelines for addressing our mail. Mail is not handled in the same manner it was 30 or 20 years ago. The human factor has been replaced by a computer or Optical Character Reader (OCR). It is very important to make sure that your address format and block location is correct on your envelope to ensure prompt delivery.

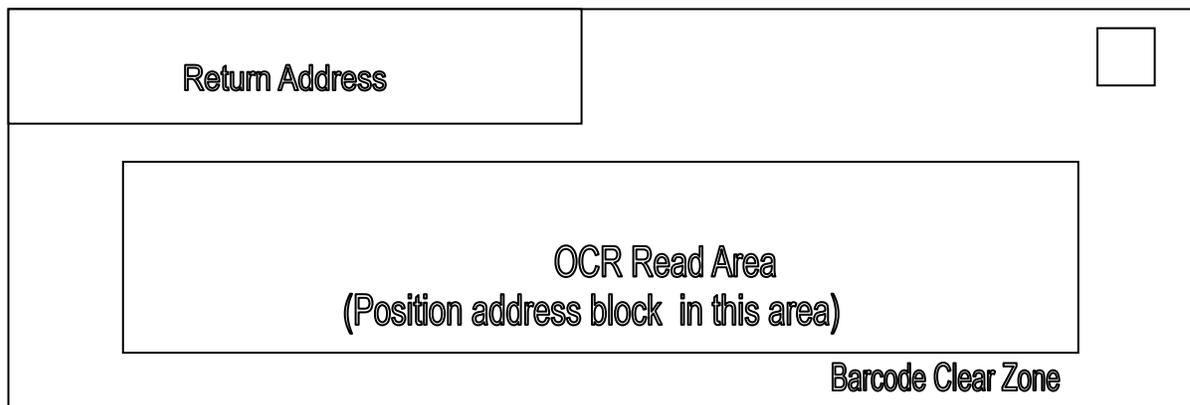
Proper Address Format

Non-Address Data	MAIL SERVICES
Information/attention	SUSAN CRUTCHER
Name of Recipient	UNT HEALTH SCIENCE CENTER
Delivery Address	3500 CAMP BOWIE BLVD
City, State, Zip	FORT WORTH TX 76107-2699

DO NOT WRITE ANYTHING BELOW OR TO THE LEFT OF THE DELIVERY ADDRESS.

Address Block Location

This refers to the placement of the Return address and Delivery address.



These areas are the same for an envelope that is 10" x 11 1/2". Most of the labels that are used here at the University have the Return Address right above the Delivery Address. This puts the return address in the OCR area and the computer reads it first as a delivery address, thus it is returned to us. If you use these labels, cut the return address off and place it in the upper left corner. In the return area please put your name and/or department account number. This will help if the article is returned to make sure it gets back to the right person. It will also keep us in compliance with HIPAA's confidentiality policy. We would prefer not to have to open the letter in order to see who it goes back to.

Type Characteristics

Addresses should be printed or typed in clear, plain upper-case characters. Handwritten, italic, script and other stylized characters should be avoided. Here are some other type characteristics to consider:

If addresses are handwritten, PLEASE print clearly and do not use script.

Characters should be clear, unbroken, and sharp. If you are using a dot-matrix printer, make sure the dots touch.

Type should be evenly spaced with a clear vertical space between characters and a clear horizontal space between lines. Excessive kerning and condensed typefaces should be avoided.

Make sure there is sufficient contrast between the address and the envelope. Black type on a white background is preferred, although other combinations are possible.

The address should be parallel with the length of the mail piece. If the address block is slanted, it may be unreadable.

ADDRESSING INTERNATIONAL MAIL

Foreign language addresses are permissible if the city, province and country are also indicated in English. The last line of the address is reserved for the country name--- spelled out in capital letters ---- with the foreign postal code (if used) on the line above.

International Address Format

Name or Organization (required)	Patrice Cournot
Delivery address	60 Rue de Grotegut
City & postal code	75008 Paris
COUNTRY	FRANCE

International addresses do not have to be all capital letters just the country name.

RETURN ADDRESSES ARE REQUIRED ON ALL PIECES OF MAIL.

These addressing regulations are not just for use at work but should be used for all your postal mailings. If you would like more information on addressing or other postal services, you can contact Mail Services or go to the US Postal Services web site, www.usps.com .

The “ Postal Business Companion “ from the US Postal Services was the reference for the above information.