

Addressing Your Mail

The accuracy of the address affects the speed and handling of your mail.

Return Address

Print or type your address in the upper left corner on the *front* of the envelope.

Extra Services

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the postage.

Postage

Use stamps, a postage meter, or a PC Postage system to affix the correct amount. You can calculate postage online at pe.usps.com.

Recipient Name

Name of Organization

Street Address

Use a Post Office box or street address, but not both. If the address also has a directional (for instance, NW for Northwest), be sure to use it. There may be more than one Main Street.

Apartment or Suite Number

The correct apartment or suite number helps to ensure delivery to the right location.

City, State, and ZIP Code

To find the correct spelling of a city name or to find a ZIP Code, visit www.usps.com or call 1-800-ASK-USPS. Using the correct ZIP Code helps to direct your mail more efficiently and accurately.

YOUR NAME
123 MAIN ST
ANYTOWN PA 15200

JOHN DOE
ACME INC
123 MAIN ST NW STE 12
ANYTOWN NY 12345

