

STANDARDS FOR ADDRESS FORMATS

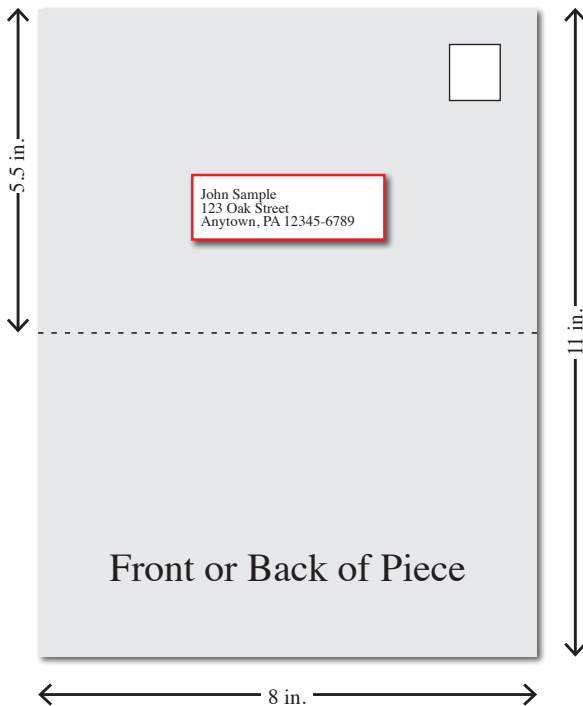
- Addresses need to be a minimum 8-point type, if there is a Intelligent Mail® barcode with a delivery point routing code, a minimum 6-point type in all capital letters can be used.
- Characters in the address cannot overlap.
- Address lines must not touch or overlap.
- Each address element may be separated by no more than five blank character spaces.

STANDARDS FOR ADDRESS PLACEMENT ON FLAT SIZE MAIL

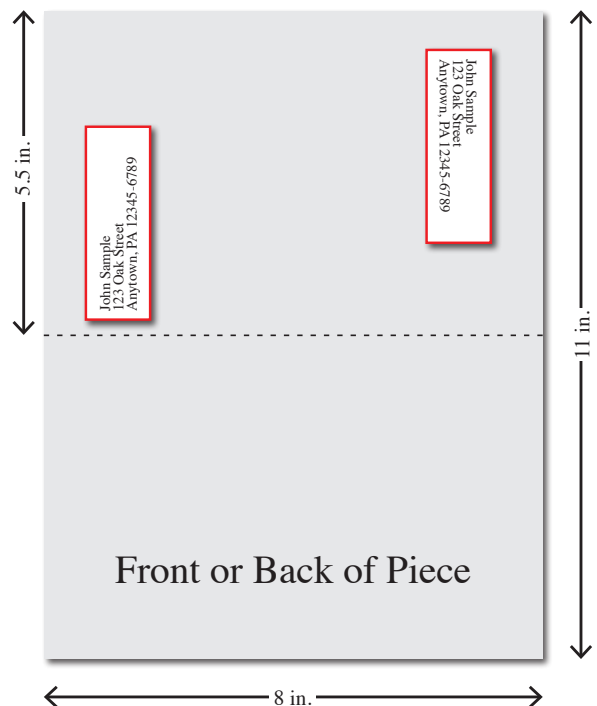
FSS will orient flat-size mail vertically in trays. The standards for address placement are:

- The “top” of the mailpiece is either of the short edges for enveloped or poly- wrapped pieces.
- The entire delivery address must be within the top half.
- Postage must appear to the right, or to the right and above the delivery address as it reads.
- Horizontal addresses cannot read upside down in relation to the top edge.
- A delivery address must be at least 1/8 inch from any edge.
- If a vertical address will not fit entirely within the top half, the address may cross the midpoint if placed within 1 inch of the top edge.

Envelope or Poly Wrap



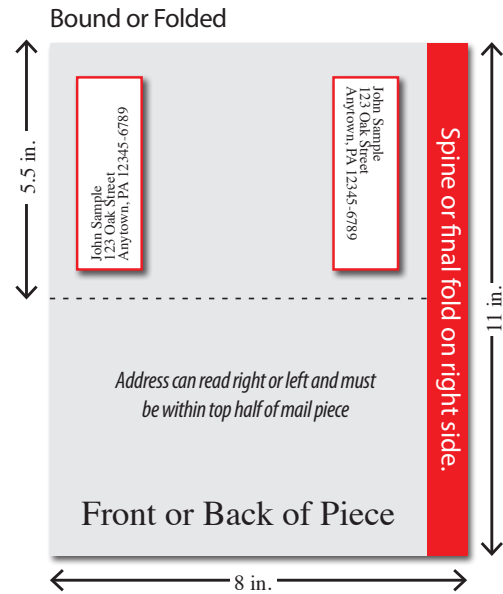
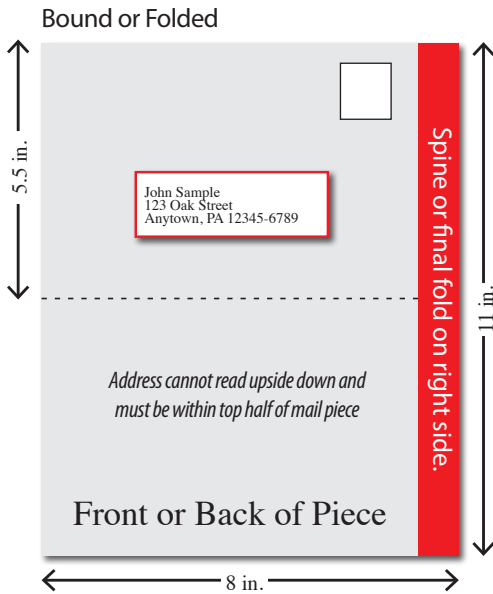
Address cannot read upside down and must be within top half of mail piece



Address can read right or left and must be within top half of mail piece

FOR BOUND OR FOLDED PIECES (not in an envelope or poly wrap):

- The “top” half is the upper edge of the mailpiece when the bound or final folded edge is vertical and on the right side. Exception: Saturation mailing can be either of the shorter edges.



NON-COMPLIANT SAMPLE PIECES

Below are illustrations of two “non-compliant” examples of standard-mail flats. These designs are common but may not meet current standards, which could result in a loss of their postal discounts.



The delivery address is below the midpoint. Standard mail flats require it to be in the top half, and not upside down.



When placed vertically in a tray, the address needs to be in the top half (right or left of center).