Addressing Your Mail

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

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

**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.

**Return Address**

**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.

**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.

**Apartment or Suite Number**
The correct apartment or suite number helps to ensure delivery to the right location.