

When addressing an envelope, it is important to properly place and format the address. Address placement and format standards apply to all periodicals, standard mail, package services (includes single-piece parcel post, bound printed matter; media mail, and library mail), flats mailed at presort, carrier route and automation rates

Address Placement

For most mailings, the address should be as close as possible to the center of the envelope. For business envelopes (up to 11.5" x 6.125"), always maintain .5" clearance from the left and right sides and at least .625" from the bottom of the piece.

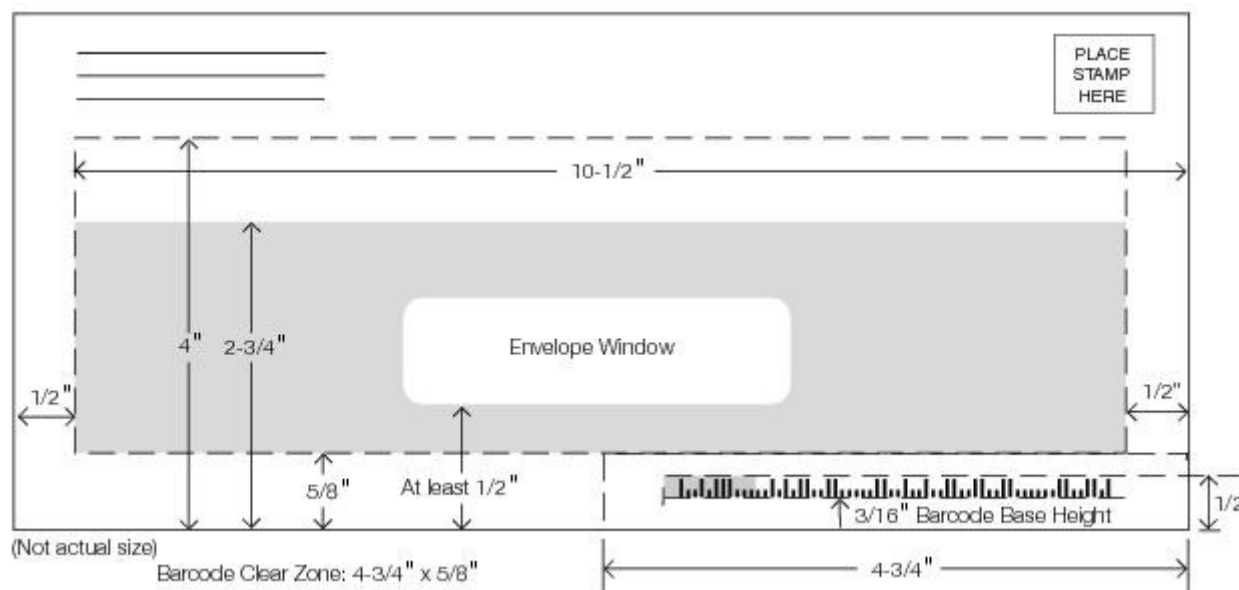
The delivery address should be at least 1" lower and 1" to the right of the return address at the minimum; more space is preferred.

The delivery address block must be clearly separated from any extraneous text and graphics. Provide a minimum clear area of .375" (.5" recommended) in each direction surrounding the address block.

It is recommended that adhesive labels with customer logo and printed return address are not used for the delivery address.

All USC business mail must include a return address. This is for the professional image of the university as well as a security requirement of the USPS. The entire return address must be within the top 1/3 of the mail piece.

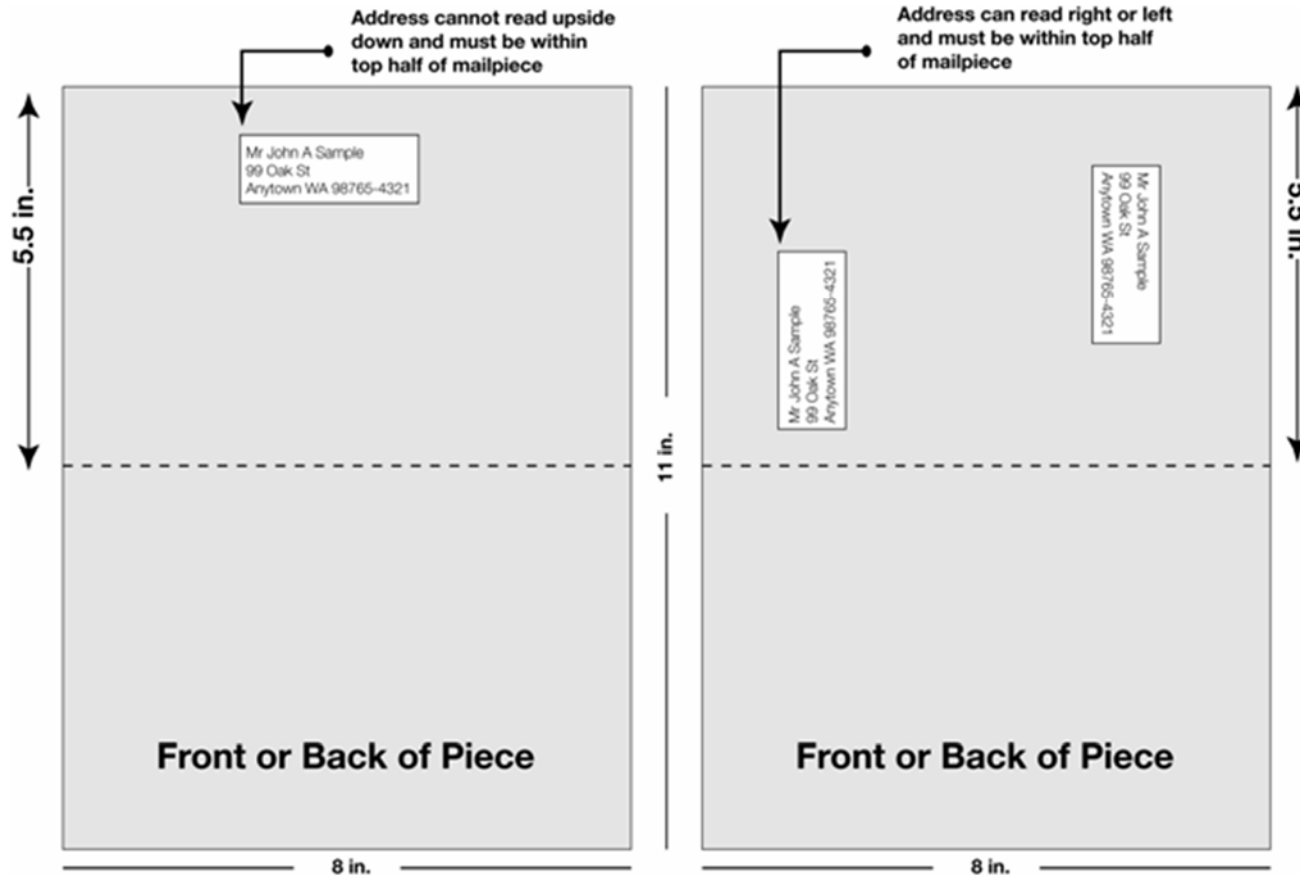
Placement for Business Envelopes



Placement for Flats

For envelopes larger than business envelopes, the delivery address must be entirely within the top half of the envelope regardless of whether the orientation is horizontal or vertical. It can be parallel or perpendicular to the top (shorter) edge, but not upside down.

Local Mail piece Design Analysts (MDAs) can help with specific designs. Send an email to mda@usps.gov or call 855-593-6093 Monday through Friday, 8:00 am – 5:00 pm, CST.



Address Format

USPS equipment reads address information from the bottom to the top of the mail piece. City, state and zip code information should always be the very last line in the address. The delivery address line just above the city, state and ZIP is where the USPS will attempt delivery.

Delivery address should be formatted as follows:

- All capital letters with no periods.
- At least 8-pt sans-serif font, simple fonts (characters must be at least .08" high).
- Characters and lines cannot touch or overlap (.028" clearance preferred).
- No more than five blank spaces between elements.
- Keep advertising, logos and other information clear of the delivery address area.
- Avoid skewing address labels (less than five degrees).

Format for Business Envelopes

Sample for Incoming Mail:

TOMMY TROJAN
DEPARTMENT OF SCHOOL SPIRIT
UNIVERSITY OF SOUTHERN CALIFORNIA
3551 TROUSDALE PKWY, ADM-123, MC 0000
LOS ANGELES, CA 90089-(MAIL CODE)

Sample for Interdepartmental Mail:

TOMMY TROJAN
DEPARTMENT OF SCHOOL SPIRIT
ADM-123, MC 0000
CAMPUS MAIL

Format for Flats



Handwritten vs. Computer-printed Addresses

Although USPS equipment is designed to read handwriting, as a rule always use a computer to print the address on mail pieces. This helps mail move quickly and efficiently through the system.

Window Envelopes

The complete address should be visible through the window at all times. To ensure the address remains visible during processing and transit, perform a "tap-test" with the mail piece: tap the envelope to the right, left and bottom. The address information should be visible with the full shift of the mail piece. Only address data should show through the window.