

THE UNIVERSITY OF IOWA
Mailing Services

Addressing checklist

Use the following U.S. Postal Service guidelines for machine readability of your mailpieces:

Format

- ___ Correct delivery address.
- ___ Return address.
- ___ Machine-printed or typed copy.
- ___ Clear, sharp type.
- ___ Upper-case letters.
- ___ Uniform left margin.
- ___ High-contrast colors.
- ___ Floor, suite, and apartment numbers.
- ___ City, state, and ZIP+4 code, in that order, on the last line.
- ___ One or two spaces between words and between state abbreviation and ZIP code.
- ___ Standard, two-letter state abbreviations.
- ___ Standard abbreviations for street names and suffixes.
- ___ Recipient's country, spelled out in English, on last line of international mailpieces.
- ___ No punctuation.
- ___ No characters touching or overlapping.

Placement

- ___ No return address information overlapping address area.
- ___ Logos and slogans are placed high on the mail piece and away from address area.
- ___ Bar-code read area is clear of all printing.
- ___ Delivery location (not office or suite number) appears immediately above city, state, and zip-code line.
- ___ Delivery address is located fully within address area.
- ___ Complete address is always visible through window envelopes, even if the item moves around.
- ___ Address and place labels for parcels, packages, or large envelopes are addressed according to the preceding guidelines and applied parallel to the bottom (long) edge of the item.

UI Mailing Services

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