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.

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