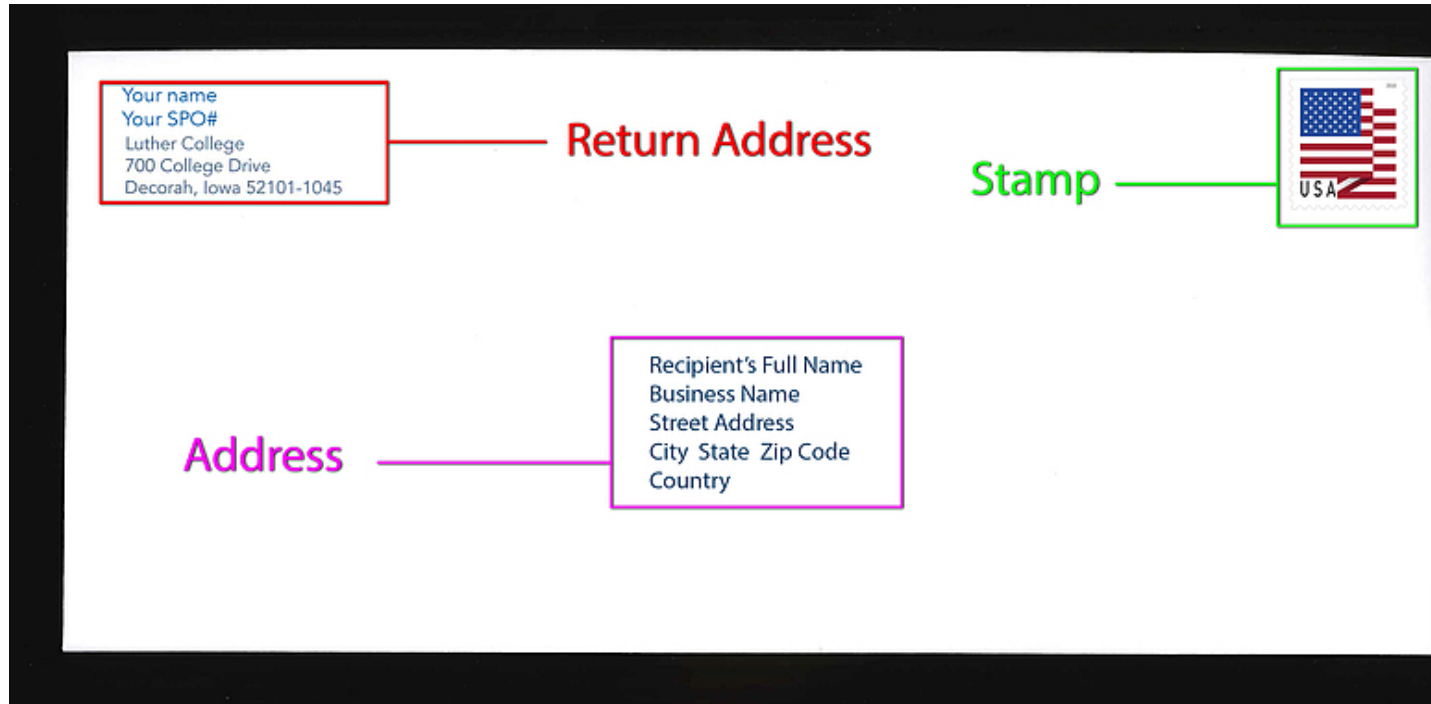


Addressing Envelopes/Packages

Addressing an Envelope



When addressing write the address parallel to the longest edge of the envelope.

The **address** you are mailing to should be written as follows:

- Recipient's name
- Business's name (*if applicable*)
- Street address (*with apartment or suite number*)
- City, State and ZIP code (*on the same line*)*
- Country*

The **return address** should be written in the upper left-hand corner of the envelope.

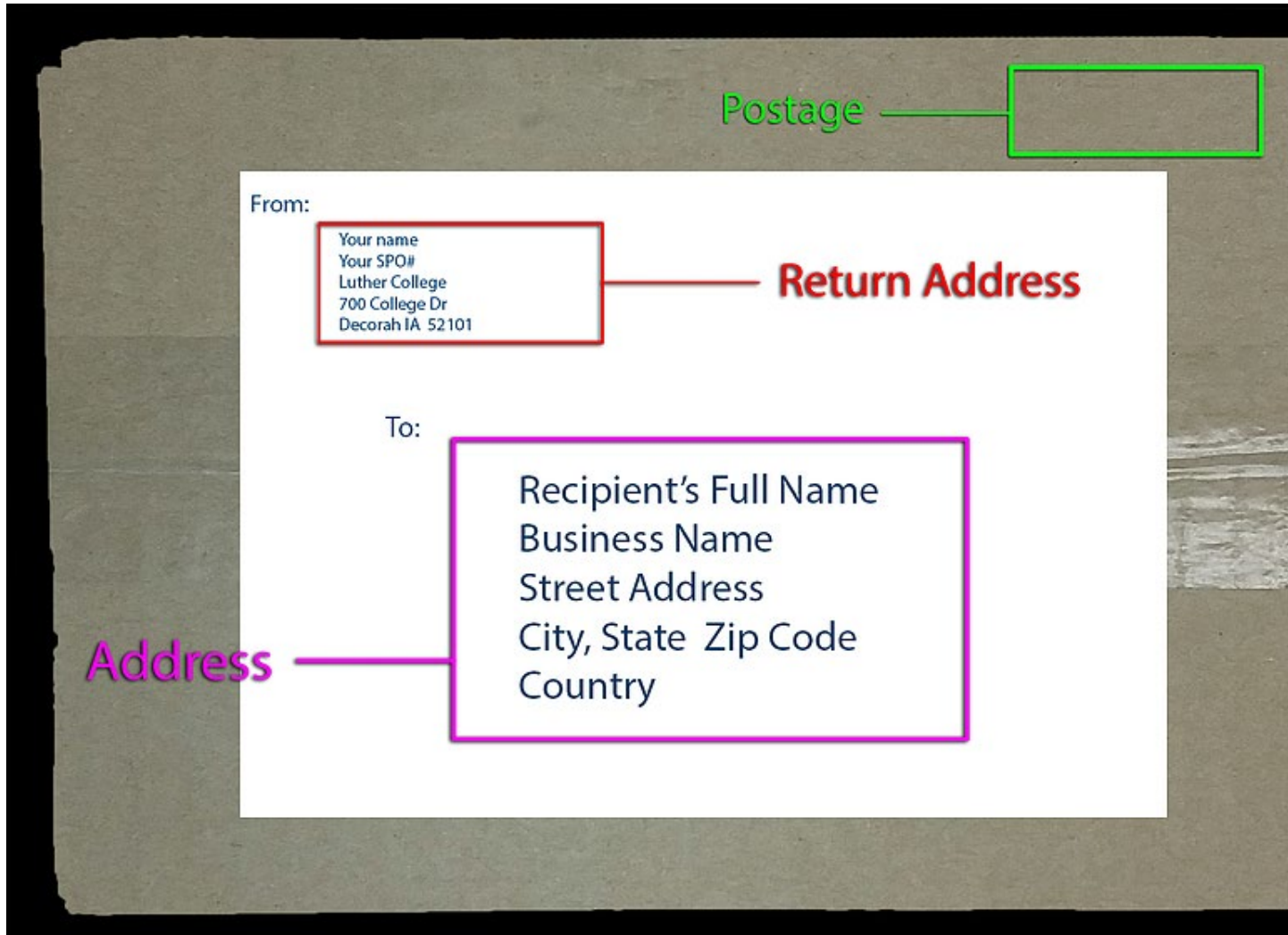
- The return address is not a requirement on all types of mail. However, omitting a return address prevents the USPS from returning the item to you if it is undeliverable. (*examples damage, postage due, or an incorrect address*)
- Some classes or types of mail do require a valid return address.

The **stamp or postage** is placed in the upper right-hand corner of the envelope.

Can I put the address anywhere on the envelope?

The return address should be 1/4" from the top and left side of the envelope. Leave a 1" x 1" space in the upper right-hand corner of the front side design for the envelope's postage or indicia. **The top of the mailing address cannot be placed higher than 2-3/4" from the bottom of the envelope.**

Addressing a Package



When addressing write the address on the largest face and parallel to the longest edge of the package.

The recipient address should be written as follows:

- Recipient's name
- Business's name *(if applicable)*
- Street address *(with apartment or suite number)*
- City, State and ZIP code *(on the same line)**
- Country*