**Addressing Your Mail**

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

**Return Address**

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

**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*](http://pe.usps.com/).

**Recipient Name**

**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.

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

**City, State, and ZIP Code**

To find the correct spelling of a city name or to find a ZIP Code, visit [*www.usps.com*](http://www.usps.com/) or call 1·800·ASK·USPS. Using the correct ZIP Code helps to direct your

mail more efficiently and accurately.