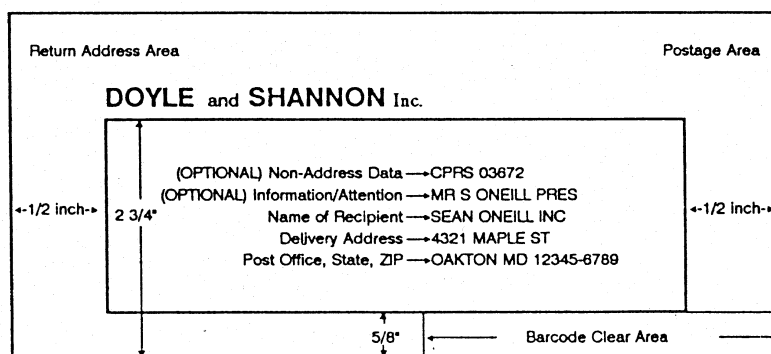


## A.1. Readability

An automation readable mailpiece is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 POSTNET barcode and is readable on an optical character reader (OCR) and/or a barcode sorter (BCS). The POSTNET barcode, whether preapplied or printed via an OCR, should reflect the ZIP+4 code that permits the finest level of sort for each mailpiece.

The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, we suggest you obtain a current copy of Publication 25, *A Guide to Business Mail Preparation*, or Notice 221, *Addressing For Success*, from your local post office marketing and communications office.



Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the ZIP+4 code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types in A.2.)

Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the apartment, floor, suite numbers, and directional codes.

The entire address should be contained in an imaginary rectangle known as the OCR read area (see illustration) that extends from 5/8" to 2 3/4" from the bottom of the mailpiece, with 1/2" margins on each side.

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## Appendix A.1. Readability (Continued)

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The barcode clear area,  $\frac{5}{8}$ " from the bottom and from the right edge of the mailpiece (see illustration), is the area where a POSTNET barcode is preapplied or printed by an OCR. This area should be clear of all other printing.

Extraneous (nonaddress) printing that appears in the OCR read area should be positioned above the delivery address line and as far away from the address block as possible.

Note: The barcode clear area will be expanded to  $\frac{4}{4}$ " on January 1, 1992.

## Appendix A.2. Address Types

Non-Address Data Line → XXXXXXXXXXXXXXXX  
 Information/Attention Line → MR STANLEY DOE  
 Recipient Line → LAST NATIONAL BANK  
 Delivery Address Line → PO BOX 345  
 Last Line → NEW YORK NY 10163-0345

Key

MR JAMES F JONES  
4417 BROOKS ST NE  
WASHINGTON DC 20019-4649

Individual (See p. 5.)

H E BROWN  
RR 3 BOX 9  
CANTON OH 44730-9521

Rural Route (See p. 15.)

RUFUS LANGDON  
LAW DEPARTMENT  
US POSTAL SERVICE  
475 LENFANT PLZ SW RM 6627  
WASHINGTON DC 20260-1120

Attention Line (See p. 6.)

B G LIGHT CO  
HC 72 BOX 283A  
DULUTH MN 55811-9702

Highway Contract (See p. 17.)

MS. HELEN SAUNDERS  
1010 CLEAR ST  
OTTAWA ON K1A 0B1  
CANADA

International (See p. 27.)

MISS JANICE SMITH  
PO BOX 34  
DULUTH MN 55803-0034

Post Office Box (See p. 19.)

SSGT KEVIN BEASLEY  
UNIT 2050 BOX 4190  
APO AP 96522-1215

Military (See p. 14.)

CRPS 03672  
MR S ONEILL PRES  
SEAN ONEILL INC  
4321 MAPLE ST  
OAKTON MD 12345-6789

Non-Address Data (See p. 40.)