

Addressing Standards

The University of Cincinnati has adopted a standardized address format for outbound federal mail, which incorporates our mail location number in a convention that the U.S. Postal Service has prescribed.

Proper addressing using the accepted standardized format will increase accurate sorting and thus expedite your mail. **DO NOT USE** the official street address for mailing purposes - use the mail location number (see below).

Addressing standards have been instituted by the Federal Post Office to allow your 1st class mail to be machine read by their OCR (Optical Character Reader) scanner, thus maximizing accuracy and speed of delivery.

The following examples illustrate how to apply this format to your department:

West Campus

Name	G R Smith	(Optional)
Dept. or ORGN	Purchasing Dept.	(Optional)
UC	University of Cincinnati	(Required)
PO Box + 21 + ML	PO Box 210089	(Required)
City State Zip +4(ML)	Cincinnati OH 45221-0089	(Required)

East Campus

Name	T R Jones	(Optional)
Dept. or ORGN	Psychiatry	(Optional)
UC	University of Cincinnati	(Required)
PO Box +67 +ML	PO Box 670559	(Required)
City State Zip +4(ML)	Cincinnati OH 45267-0559	(Required)

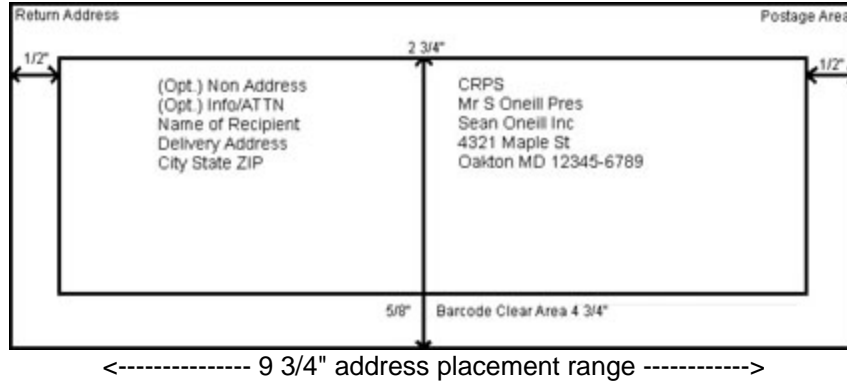
The Campus Receiving address, 792 E. McMillan, should only be used for parcel shipments. This center utilizes all other common freight carriers.

The example below uses "no punctuation" in the address and lists the attention line second from the top. Standard abbreviations are used for State, Street, Direction and Building Units. Window envelopes use the same address placement and should be formatted to allow the address to be completely visible even with internal movement from the insert. No other information other than the address should be visible in the window.

Margins for address placement are:
Sides - 1/2" from the right and left edges
Bottom - 5/8" up from the bottom edge
Top - 2 3/4" up from the bottom edge

The address field must not extend farther than 9 3/4" from the right edge. The return address should not fall below the address block area.

The following is a sample of a correct OCR readable address:



Acceptable OCR readable envelope dimensions are:

	<u>Minimum</u>	<u>Maximum</u>
Height	3 1/2"	6 1/8"
Length	5"	11 1/2"
Thickness	.007"	1/4"