University of Wyoming

Postal Services Guide
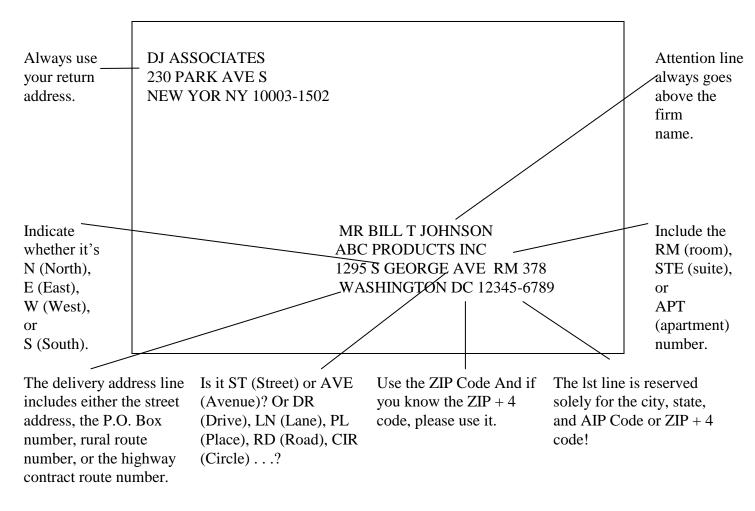

For
SPECIAL SERVICES
Address for success

Appendix F

Address for success

Follow these simple guidelines to help mail get where it's going faster.

Always use your return address.

DJ ASSOCIATES
230 PARK AVE S
NEW YOR NY 10003-1502

Attention line always goes above the firm name.

MR BILL T JOHNSON
ABC PRODUCTS INC
1295 S GEORGE AVE RM 378
WASHINGTON DC 12345-6789

Indicate whether it's N (North), E (East), W (West), or S (South).

Include the RM (room), STE (suite), or APT (apartment) number.

The delivery address line includes either the street address, the P.O. Box number, rural route number, or the highway contract route number.

Is it ST (Street) or AVE (Avenue)? Or DR (Drive), LN (Lane), PL (Place), RD (Road), CIR (Circle) . . .?

Use the ZIP Code And if you know the ZIP + 4 code, please use it.

The lst line is reserved solely for the city, state, and AIP Code or ZIP + 4 code!

Standard Abbreviations

Alabama	AL	Kentucky	KY	Ohio	OH	North	N	Courts	CTS	Lane	LN
Alaska	AK	Louisiana	LA	Oklahoma	OK	East	E	Cve	CV	Lodge	LDG
Arizona	AZ	Maine	ME	Oregon	OR	South	S	Creek	CRK	Mount	MT
Arkansas	AR	Maryland	MD	Pennsylvania	PA	West	W	Drive	DR	Mountain	MTN
California	CA	Massachusetts	MA	Puerto Rico	PR	Northeast	NE	Estates	EST	Orchard	ORCH
Colorado	CO	Michigan	MI	Rhode Island	RI	Southeast	SE	Expressway	EXPY	Parkway	PKY
Connecticut	CT	Minnesota	MN	South Carolina	SC	Southwest	SW	Extension	EXT	Place	PL
Delaware	DE	Mississippi	MS	South Dakota	SD	Northwest	NW	Fort	FT	Plaza	PLZ
District of		Missouri	MO	Tennessee	TN			Freeway	FWY	Port	PRT
Columbia	DC	Montana	MT	Texas	TX	Avenue	AVE	Gardens	GDNS	Road	RD
Florida	FL	Nebraska	NE	Utah	UT	Beach	BCH	Grove	GRV	Spring	SPG
Georgia	GA	Nevada	NV	Vermont	VT	Boulevard	BLVD	Harbor	HBR	Springs	SPGS
Guam	GU	New		Virginia	VA	Camp	CP	Heights	HTS	Square	SQ
Hawaii	HI	Hampshire	NH	Virgin Islands	VI	Canyon	CYN	Highway	HWY	Station	STA
Idaho	ID	New Jersey	NJ	Washington	WA	Cape	CPE	Island	IS	Street	ST
Illinois	IL	New Mexico	NM	West Virginia	WV	Causeway	CSWY	Islands	ISS	Terrace	TER
Indiana	IN	New York	NY	Wisconsin	WI	Center	CTR	Junction	JCT	Turnpike	TPKE
Iowa	LA	North Carolina	NC	Wyoming	WY	Circle	CIR	Lake	LK	Way	WAY
Kansas	KS	North Dakota	ND			Court	CT	Lakes	LKS		

Some little changes in the way you prepare your mail will result in faster handling and more

accurate and speedy delivery. And that directly impacts orders, inquiries, receivables and payments, just to name a few.

Properly prepared letter mail can run through Optical Character Readers (OCRs) where electronic scanners process it with unprecedented speed and accuracy. Mail which isn't properly designed for this processing can move at only a fraction of this speed because it requires slower mechanical sorting, or even sorting by hand.

All you have to do to get on the fast track to speedier processing is follow the simple guidelines above. Please print these addressing guidelines for distribution to everyone in your office who addresses mail.