Common Addressing Problems

The following diagram illustrates common addressing problems that cause difficulty with U.S. Postal Service automated Optical Character Readers and sorting equipment and which could delay your mail!

The Right Way...

MR JAMES JONES
4417 BROOK ST NE
WASHINGTON DC 20019-4649

Common Addressing Problems...

- **Not Enough Contrast**
  - Mr James Jones
  - 4417 Brook St NE
  - Washington DC 20019-4649

- **Sent Type Font Not All Capital Letters**
  - Mr James Jones
  - 4417 Brook St NE
  - Washington DC 20019-4649

- **Script Type Font Used**
  - Mr James Jones
  - 4417 Brook St NE
  - Washington DC 20019-4649

- **Characters Too Large**
  - MR JAMES JONES
  - 4417 BROOK ST NE
  - WASHINGTON DC 20019-4649

- **Address Not Visible Through Window**
  - Mr James Jones
  - 4417 Brook St NE
  - Washington DC 20019-4649

- **Address Starts**
  - MR JAMES JONES
  - 4417 BROOK ST NE
  - WASHINGTON DC 20019-4649

- **Logo Below Delivery Address Line**
  - Mr James Jones
  - 4417 Brook St NE
  - Washington DC 20019-4649

- **Information Below Delivery Address Line**
  - Mr James Jones
  - 4417 Brook St NE
  - Washington DC 20019-4649
  - Attn: R Jones