

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

Serif 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 Touch

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

Address Not Visible Through Window

MR JAMES JONES
4417 BROOK ST NE

Logo Below Delivery Address Line

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

Address Slants

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