

U.S. Postal Service Mail Addressing Guidelines

Address Placement

Placement of the address on the face of an envelope should conform to the following U. S. Postal Service specifications.

- The address should be in an area, one inch from each side of the envelope.
- The top of the address should be no more than 2 3/4 inches from the bottom of the envelope and the bottom no more than 5/8's of an inch from the bottom of the envelope.
- The area 4 1/2 inches by 5/8 's of an inch in the lower right hand corner of the envelope MUST remain empty for bar code placement for any mail that is processed by the Mail Center.

Enclosures Correspondence

Mail of any kind for transport by the U. S. Postal Service must be enclosed in an appropriate envelope or parcel and sealed. The type of enclosures determine the mailing classification.

Non-mailables

Several items are listed by the U. S. Postal Service as non-mailable in envelopes:

- paper clips
- metal pieces
- glass, chips
- sand.

These can jam or damage the mailing machines and can cause serious injury to Mail Center and Postal employees.

The following are also classified as non-mailables and subject to return to sender:

envelopes and cards less than 3 1/2 inches in height or 5 inches in length. It is recommended that when mailing questionable items to U. S. or foreign destinations, the mailer should contact the Mail Center for assistance.

All foreign countries also impose various restrictions.

Brochures, letters and newsletters being mailed without an envelope must be folded consistently and must be tabbed with the recommended number of tabs. Please refer to the USPS and Mail Center guidelines page for accurate information.

Window Envelope Enclosure

Enclosures that are designed so that the address appears in a window envelope must not be stapled to prevent slippage of the address from window view. If the addressed enclosure does not properly fit the window, use an envelope without a window and always refrain from stapling. Pieces where the address is partially hidden in the window will not qualify for presort postage savings.

Envelopes

The size of the envelope should properly accommodate the contents. For use in the U. S. Postal Service there are basically two categories of envelopes: letter size and flats.

Letter Size

Letter size mail must be rectangular in shape for automated processing by the United States Postal Service. To ensure prompt and efficient processing of First Class mail, use the following recommendations:

- All envelopes and cards must be sealed or secured on all four edges so that they can be handled by machines.
- The following dimensions must be met for automated processing by U. S. Postal Service:
 - Height: 3 1/2" minimum 6 1/8" maximum
 - Length: 5" minimum 10 1/2" maximum

International Letter Size Envelope

Mail in letter size envelopes for delivery to foreign countries should be placed in "International Envelopes". These envelopes have a red and blue border which assures proper posting of international rates and avoids return for insufficient postage. However, if these envelopes are not used please separate these pieces from normal domestic mail to be processed to avoid delays of being returned for additional postage.

Flats

Flats are envelopes larger than the maximum letter size, but not larger than 15" long by 12" high.

- Green Bordered - Used only for First Class Mail.
- Red and Blue Bordered - Used only for Airmail to foreign countries. (Since there is no airmail class for U. S. mail, these should not be used for mailings in the U. S.)
- Red, White and Blue - Priority mail envelopes used for First Class mail weighing over 11 ounces and other mail weighing under 11 ounces requiring expedited delivery. These envelopes are available from the Mail Center free of charge.

Plain white or manila can be used for all other classes of mail. These must be endorsed to show proper class of mail. Padded envelopes contain a cushioned lining to provide a degree of safety for mailing small and fragile merchandise.

Strength

The strength of the envelope must be strong enough to protect and retain the contents. The use of oversized or overstuffed envelopes can damage or cause the loss of the contents.