Postal Addressing Standards — Contents

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1 Introduction

11 Background

111 Purpose

Jointly developed by the Postal Service and mailing industry, standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency. The standards include the uniform methods for matching addresses with the information in AIS products and formats for outputting addresses on mailpieces. This document describes both standardized address formats and content. It outlines the guidelines that govern how address information appears in the Address Information System (AIS) products. *Format* describes how the various elements appear on a mailpiece or in an address record. *Content* describes the characters that constitute the various address elements.

Our objectives in compiling a universal format for maintaining information in the Address Management System (source for the AIS products) and an output format are twofold:

- To facilitate customer use of AIS products, in particular, the ZIP+4 and City State files, thereby maximizing matching potential.
- To optimize the processing capability of automated equipment through improved address quality.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication or as shown in the current Postal Service ZIP+4 File), and uses the proper format for the address style (shown in this publication).

112 Scope

Postal units are adopting these standards, which are required by all internal processing systems and our licensees. This includes the National Change of Address (NCOA) System and Address Change Service (ACS). Mailers are encouraged to incorporate the standards as a means to improve service and deliverability.

113 Additional Benefits

There are additional benefits achieved through improved address quality and a standardized address format, such as increasing the potential deliverability of mail once processed and consistency in address information stored in customer files and directories. Our emphasis is to clarify addressing techniques and unusual addressing conventions to provide a uniform approach to matching these addresses through customer products and automated equipment.

12 Overview

121 List Maintenance

Postal Addressing Standards provides guidance on the most efficient means to output an address to a mailpiece. It is necessary to begin with list maintenance, or list management, to ensure that the content of the address is accurate and complete. A variety of address information products and services is available to assist in list maintenance. The standards facilitate the use of these products by providing a uniform file format for data entry of address information, as well as for extraction of information for matching purposes.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the current Postal Service ZIP+4 File.

122 List Correction

Once an address has been matched against the address information files, the address list should be corrected accordingly. It is important to understand that failing to correct your address list with the matched data could result in lower match rates as the USPS address information files are updated. Lower match rates equal higher postage rates. A *match* implies that suffixes, directionals, spellings, and city names as found in the files are correct and necessary for efficient processing and delivery of mail. Other important elements are apartment or suite numbers, post office box addresses, and a complete rural/highway contract route address (with route and box numbers).

Addresses that have been *standardized* contain all the necessary address elements as matched against the ZIP+4 and City State Files.

123 Updates

Once files are updated, establish list management procedures to ensure timely updates to maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

124 Address Output

Once an address list has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. Some postal addressing standards relate to format and readability factors. A standardized address should also be machine readable so it can be processed on high-speed optical character readers (OCRs). Publication 25, *Designing Business Letter Mail,* contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been barcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend you obtain a copy of Publication 25 from your local post office. If your mailpieces will be submitted for automation rates, the requirements in *Domestic Mail Manual* (DMM) A800 and C840 must be met.

125 Deliverability

The final benefit of address standardization is deliverability of a mailpiece. Complete addresses that have matched Postal Service files or directories have a better chance of being promptly and correctly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse delivery personnel or be misread by postal equipment does a lot to get the mail delivered on time. We are continuing to explore ways to improve the processing and delivery of mail in a timely, cost-effective manner. Address standardization is a positive step toward improved address quality and is a cost-effective operation for both postal customers and the Postal Service.

13 Address Information Systems Products and Services

The Postal Service offers a wide range of products and services to help mailers improve and maintain address quality. The products and services listed below can lower production and postage costs by reducing undeliverable-as-addressed mail and by qualifying more mailpieces for postage discounts.

For additional information or to order any address information products or services, contact the National Customer Support Center as indicated below:

- ACS — Address Change Service
- Address List Correction Service
- Address List Sequencing Service
- ADVANCE
- AEC — Address Element Correction
- ALMS — Address List Management System
- Barcoding and Address Standardization
- CASS — Coding Accuracy Support System
- CDS — Computerized Delivery Sequence File
- City State File
- CRIS — Carrier Route Information System File
- Delivery Sequence File
- Delivery Statistics File
- Drop Ship Address and ZIP Carrier File
- *FASTforward*SM
- Five-Digit ZIP Code File
- LACS — Locatable Address Conversion System
- National Five-Digit ZIP Code and Post Office Directory
- National ZIP+4 Code Printer State Directories
- NCOA — National Change of Address
- NDI — National Deliverability Index
- PAVE — Presort Accuracy Validation and Evaluation
- POSTNET Barcode Certification
- RIBBS — Rapid Information Bulletin Board System
- TIGER/ZIP FILE
- Z4CHANGE
- ZIP+4 State Directory CD-ROM
- ZIPMOVE

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
1-800-238-3150

2 Postal Addressing Standards

21 General

211 Standardized Delivery Address Line and Last Line

The Delivery Address Line and the Last Line of addresses output to the mailpiece should be complete, standardized, and validated with the ZIP+4 File and City State File, respectively.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication) or as shown in the current Postal Service ZIP+4 File.

ABC MOVERS	Recipient Line
1500 E MAIN AVE STE 201	Delivery Address Line
SPRINGFIELD VA 22162-1010	Last Line

212 Format

Format all lines of the address with a uniform left margin. Uppercase letters are preferred on all lines of the address block.

MR JOHN DOE
123 MAGNOLIA ST
HEMPSTEAD NY 11550-1234

Address Block

Lowercase letters in various type styles are acceptable provided they meet postal guidelines for OCR readability. Chapter 4 of Publication 25 provides complete guidelines for OCR readability that should be met when preparing a standardized mailpiece. Section C800 of the DMM contains OCR readability requirements that must be met for automation rates (other rates may also apply).

213 Secondary Address Unit Designators

Secondary address unit designators, such as *APARTMENT* or *SUITE,* are preferred to be printed on the mailpiece for address locations containing secondary unit designators. The preferred location is at the end of the Delivery Address Line. The pound sign (#) should not be used as a secondary unit designator if the correct designation, such as *APT* or *STE,* is known or is shown in the ZIP+4 File.

102 MAIN ST APT 101

1356 EXECUTIVE DR STE 202

1600 CENTRAL PL BLDG 14

55 SYLVAN BLVD RM 108

213.1 Common Designators

The most common unit designators are:

APARTMENT	**APT**
BUILDING	**BLDG**
FLOOR	**FL**
SUITE	**STE**
UNIT	**UNIT**
ROOM	**RM**
DEPARTMENT	**DEPT**

Note: See Appendix C.2 for approved designators.

213.2 Pound Sign (#)

If the pound sign (#) is used, there must be a space between the pound sign and the secondary number.

425 FLOWER BLVD # 72

213.3 Alternate Location

If all Delivery Address Line information cannot be continued in the Delivery Address Line above the city, state, and ZIP Code, place secondary address information on the line immediately above the Delivery Address Line.

MR M MURRAY
APT C
5800 SPRINGFIELD GARDENS CIR
SPRINGFIELD VA 22162-1058

214 Attention Line

The Attention Line is placed above the Recipient Line, that is, above the name of the firm to which the mailpiece is directed.

JOHN DOE
ABC COMPANY
1401 MAIN ST
FALLS CHURCH VA 22042-1441

ATTN JOHN DOE
ABC COMPANY
1401 MAIN ST
FALLS CHURCH VA 22042-1441

215 Dual Addresses

Eliminate dual addresses on the output mailpiece, if possible, although mailer files may maintain both mailing and physical addresses. However, if dual addresses are used, place the intended delivery address on the line immediately above the city, state, and ZIP+4 code. This normally is the Post Office Box address. The other address must be placed on a separate line above the Delivery Address Line. The ZIP+4 code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code.

1201 BROAD ST E
PO BOX 1001
FALLS CHURCH VA 22062-1001

Mailer File

PO BOX 1001
FALLS CHURCH VA 22041-1001

1201 BROAD ST E
FALLS CHURCH VA 22042-2102

Mailpiece

22 Last Line of the Address

221 City Names

It is strongly recommended that addresses use only approved Last Line (city) names as described in the Postal Service City State File currently in effect.

City names with the City State Mailing Name indicator flag set to YES in the City State File are considered part of a complete and standardized address; city names with the flag set to NO in the City State File should not be used in a complete and standardized address. For a complete and standardized address, abbreviations for city or state names must be shown in the Postal Service City State File. If you are preparing prebarcoded mail, city names set to NO for mailing name can be used.

222 Punctuation

With the exception of the hyphen in the ZIP+4 code, punctuation may be omitted in the delivery address block.

MR. WALTER W. WITHERSPOON JR.
MDM ENTERPRISES, INC.
1401 S. MAIN ST.
PLUMMER'S LANDING, KY 41081-1411

Acceptable

MR WALTER W WITHERSPOON JR
MDM ENTERPRISES INC
1401 S MAIN ST
PLUMMERS LANDING KY 41081-1411

Preferred

223 Spelling of City Names

Spell city names in their entirety. When abbreviations must be used due to labelling constraints, use only the approved 13-character abbreviations provided in the City State File.

Note: Normally, the abbreviations follow the logic of using existing abbreviations, such as for suffix or directional words.

W STOCKBRIDGE

NEWBERRY SPGS

Acceptable

WEST STOCKBRIDGE

NEWBERRY SPRINGS

Preferred

224 Format

Format the Last Line with at least one space between the city name, two-character state abbreviation, and ZIP+4 code.

TAMPA FL 33630-9998

Note: Two spaces are preferred between the state abbreviation and ZIP+4 code.

225 Military Addresses

225.1 Overseas Locations

Overseas military addresses must contain the APO or FPO designation along with a two-character "state" abbreviation of *AE, AP,* or *AA* and the ZIP Code or ZIP+4 code.

APO AE 09001-5275

FPO AP 96606-2783

APO AA 34035-4198

AE is used for armed forces in Europe, the Middle East, Africa, and Canada; *AP* is for the Pacific; and *AA* is the Americas excluding Canada.

225.2 Domestic Locations

Use only the approved city name as listed in the City State File, along with the two-character state abbreviation and the ZIP Code or ZIP+4 code.

MINOT AFB ND 58705-1253

226 Preprinted Delivery Point Barcodes

The preprinted Delivery Point barcode must be correct for the delivery address, city, state, and ZIP+4 code that appear on the mailpiece.

- See Publication 25, *Designing Business Letter Mail,* Chapter 5.
- See DMM A800 and C840 for the barcode requirements that must be met to qualify for automation rates.
- For a list of vendors certified for various barcoding products, please visit our Website at www.usps.gov or call 1-800-238-3150.

23 Delivery Address Line

231 Components

The Delivery Address Line, as matched against the ZIP+4 File, must be broken down into its individual components on the mailpiece with one space between address elements.

These components are the primary address number, predirectional, street name, suffix, postdirectional, secondary address indentifier, and secondary address range.

The Postal Service uses the parsing logic below to enter address information into the files. When parsing the Delivery Address Line into the individual components, start from the right-most element of the address and work toward the left. Place each element in the appropriate field until all address components are isolated. This process facilitates matching files with AIS products and produces the correct format for output to a mailpiece.

Note: Mailers may use any parsing logic to achieve the same result.

101 MAIN ST

101 MAIN ST APT 12

101 W MAIN ST APT 12

101 W MAIN ST S APT 12

232 Street Name

Information found in the primary name field of the ZIP+4 File is used as the street name. The ZIP+4 File indicates the preferred primary street name to ensure that the correctly designated primary street record is matched during the address standardization processes.

Punctuation is normally limited to periods, slashes, and hyphens:

- Periods: 39.2 RD
- Slashes (fractional addresses): 101 1/2 MAIN ST
- Hyphens (hyphenated addresses): 289-01 MONTGOMERY AVE

MID-ISLAND PLZ

Acceptable

MID ISLAND PLZ

Preferred

Note: Hyphens in the address range are significant and are not removed. Hyphens in the street or city name, however, normally are not significant and may be replaced with a space.

233 Directionals

This is a term the Postal Service uses to refer to the part of the address that gives directional information for delivery (i.e., N, S, E, W, NE, NW, SE, SW).

233.1 Abbreviations

Abbreviate directionals (if they are one of the eight standard directionals listed in AIS files) to the appropriate one- or two-character abbreviation.

234 NW SMITH ST

678 MAIN DR S

101 N BAY DR

599 BAY BLVD SW

233.2 Single Directionals

233.21 Predirectional Field

When parsing the address from right to left, if a directional word is found as the first word in the street name and there is no other directional to the left of it, abbreviate it and locate it in the predirectional field of the ZIP+4 File for standardization purposes.

NORTH BAY ST

EAST END AVE

Acceptable

N BAY ST

E END AVE

Preferred

233.22 Postdirectional Field

When parsing from right to left, if a directional word is located to the right of the street name and suffix, abbreviate it and locate it in the postdirectional field.

BAY DRIVE WEST

Acceptable

BAY DR W

Preferred

233.23 Two Directionals

When two directional words appear consecutively as one or two words, before the street name or following the street name or suffix, then the two words become either the pre- or the postdirectionals. Exceptions are any combinations of *NORTH-SOUTH* or *EAST-WEST* as consecutive words. In these cases the second directional becomes part of the primary name and is spelled out completely in the primary name field.

NORTH EAST MAIN ST

BAY AVE SOUTHWEST

NORTH SOUTH OAK ST

MAPLE CT EAST WEST

Acceptable

NE MAIN ST

BAY AVE SW

N SOUTH OAK ST

MAPLE COURT EAST W

Preferred

The other exception is when the local address information unit has determined that one of the directional letters is used as an alphabet indicator and not as a directional.

COUNTY ROAD N EAST Acceptable

COUNTY ROAD N E Preferred

COUNTY RD NE Unacceptable

Note: In this example, the two-word directional is the primary street name.

SOUTHEAST FREEWAY NORTH Acceptable

SOUTHEAST FWY N Preferred

233.3 Directional as Part of Street Name

When parsing from right to left, if the directional word appears between the street name and the suffix, then it appears as part of the primary name spelled out in the ZIP+4 File and is spelled out on the mailpiece.

BAY W DRIVE

NORTH AVENUE

Acceptable

BAY WEST DR

NORTH AVE

Preferred

The exception is when the local AIS unit has determined that the letters (E, N, S, or W) are used as alphabet indicators and not as directionals.

BAY A DR

BAY B DR

BAY C DR

BAY E DR

234 Suffixes

234.1 Abbreviations

The suffix of the address should conform with the standard suffix abbreviations listed in the ZIP+4 File (see Appendix C).

234.2 Two Suffixes

If an address has two consecutive words that appear on the suffix table (Appendix C), abbreviate the second of the two words according to the suffix table and place it in the suffix field. The first of the two words is part of the primary name. Spell it out on the mailpiece in its entirety after the street name.

789 MAIN AVENUE DRIVE

4513 3RD STREET CIRCLE WEST

1000 AVE E

Acceptable

789 MAIN AVENUE DR

4513 3RD STREET CIR W

1000 AVENUE E

Preferred

235 Numeric Street Names

Numeric street names, for example, *7TH ST* or *SEVENTH ST,* should be output on the mailpiece exactly as they appear in the ZIP+4 File.

Spell out numeric street names only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you matched is spelled out.

236 Corner Addresses

Corner addresses are replaced by physical street addresses in all AIS files.

5TH AND HIGH

Acceptable

514 HIGH ST

Preferred

237 Highways

The following are recommended standardized examples of county, state, and local highways (see Appendix F for an expanded table).

Address	Name
101	COUNTY ROAD 20
11216	COUNTY HIGHWAY 140
1501	HIGHWAY 50
220	INTERSTATE 680
22604	ROAD 123
1650	STATE HIGHWAY 335
7777	STATE ROUTE 39
1155	US HIGHWAY 70
3000	TOWNSHIP ROAD 20

238 Military Addresses

238.1 Overseas Locations

The Delivery Address Line for all APO/FPO military mail must be standardized as follows:

PSC (CMR OR UNIT) NNNN
BOX NNNN OR
SHIP'S NAME

Typical Delivery Address Line Content

PSC 1650 BOX 10

CMR 830 BOX 51

UNIT 908 BOX 111

USS SEA DEVIL SSN-664

Delivery Address Line Examples

Complete Address Examples

SSGT KEVIN TAYLOR
UNIT 2050 BOX 4190
APO AP 96278-2050

SGT ROBERT SMITH
PSC 802 BOX 74
APO AE 09499-0074

SEAMAN JOSEPH DOE
USCGC HAMILTON
FPO AP 96667-3931

238.2 Domestic Locations

All domestic military mail must have a conventional street style address (see section 231).

24 Rural Route Addresses

241 Format

Print rural route addresses on mailpieces as: RR N BOX NN. Do not use the words *RURAL*, *NUMBER*, *NO.,* or the *pound sign (#).*

RR 2 BOX 152

RR 9 BOX 23A

242 Leading Zero

A leading zero before the rural route number is not necessary.

RR03 BOX 98D

Acceptable

RR 3 BOX 98D

Preferred

243 Hyphens

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 File.

RR 4 BOX 19-1A

244 Designations RFD and RD

Change the designations *RFD* and *RD* (as a meaning for rural or rural free delivery) to *RR*.

RFD ROUTE 4 #87A

Incorrect

RR 4 BOX 87A

Correct

245 Additional Designations

There should be no additional designations, such as town or street names, on the Delivery Address Line of rural route addresses. Because street names used together with route and box numbers can create potential matching difficulty, mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

RR 2 BOX 18 BRYAN DAIRY RD

Incorrect

RR 2 BOX 18

Correct

246 ZIP+4

When applying a ZIP+4 code to a rural address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 code representing the range for that box number. When box number information is not available, the Rural Route base record must be used.

25 Highway Contract Route Addresses

251 Format

Print highway contract route addresses on a mailpiece as: HC N BOX NN. Do not use the words *HIGHWAY CONTRACT, ROUTE, NUMBER, NO., STAR ROUTE,* or the *pound sign (#).*

HIGHWAY CONTRACT ROUTE 68 BOX 23A

Incorrect

HC 68 BOX 23A

Correct

252 Leading Zero

A leading zero before the highway contract route number is not needed.

HC068 BOX 98D

Acceptable

HC 68 BOX 98D

Preferred

253 Hyphens

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 File.

HC 68 BOX 19-2B

254 Star Route Designations

Change the designation *STAR ROUTE,* which usually refers to highway contract route, to *HC.*

STAR ROUTE 68 BOX # 45

Incorrect

HC 68 BOX 45

Correct

255 Additional Designations

There should be no additional designations, such as town or street names, on the Delivery Address Line of highway contract route addresses. Street names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

HC 72 BOX 18 BRYAN DAIRY RD

Incorrect

HC 72 BOX 18

Correct

256 ZIP+4

When applying a ZIP+4 code to a highway contract route address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 code representing the range for that box number. When box number information is not available, the highway contract base record must be used.

26 General Delivery Addresses

261 Format

Use the words *GENERAL DELIVERY,* uppercase preferred, spelled out (no abbreviation), as the Delivery Address Line on the mailpiece. Each record will carry the -9999 add-on code.

MR JOHN ADAMS
GENERAL DELIVERY
TAMPA FL 33602-9999

262 ZIP Code or ZIP+4

The ZIP Code or ZIP+4 code must be correctly applied for the general delivery record as found in the ZIP+4 File.

27 United States Postal Service Addresses

271 Format

Mail addressed to the United States Postal Service must contain a complete address.

Addresses may be located in the ZIP+4 File as street, firm, or Post Office Box records (record type S, F, or P, respectively). Most records carry the -9998 add-on code. However, many areas use different add-on codes.

JOHN DOE
POSTMASTER GENERAL
UNITED STATES POSTAL SERVICE
475 LENFANT PLZ SW RM 10022
WASHINGTON DC 20260-0010

JOHN DOE
MANAGER MARKETING AND SALES
UNITED STATES POSTAL SERVICE
123 MAIN ST
ANYTOWN US 12345-9998

JOHN DOE
MANAGER CUSTOMER SERVICE SUPPORT
UNITED STATES POSTAL SERVICE
PO BOX 4237
ANYTOWN US 12345-4237

272 ZIP Code or ZIP+4

The ZIP Code or ZIP+4 code must be correctly applied for the United States Postal Service record as found in the ZIP+4 File.

28 Post Office Box Addresses

281 Format

Post Office Box addresses are output as *PO BOX NN* on the mailpiece.

PO BOX 11890

PO BOX G

282 Leading Zero

Post Office Box numbers that are preceded by significant leading zeroes are identified in the ZIP+4 File by a hyphen (-) preceding the box number. Convert the hyphen into a zero on the output mailpiece.

PO BOX -0145

ZIP+4 File

PO BOX 00145

Mailpiece

283 Designations

PO Box addresses often appear with the word *CALLER, FIRM CALLER, BIN, LOCKBOX,* or *DRAWER.* Change these to *PO BOX* as output on a mailpiece.

ABC COMPANY
DRAWER L

Incorrect

ABC COMPANY
PO BOX L

Correct

284 Private Mailbox Addresses

Private companies may uniquely identify, by number, individuals or offices within their company for the purpose of simplifying their internal mail distribution. Print this number, called a *MailStop Code* (MSC), above the Recipient Line or the Attention Line. The words *POST OFFICE BOX* or *PO BOX* and the private mailbox number **cannot** be used on the Delivery Address Line. Only the Postal Service is entitled to provide delivery to a PO Box.

MSC 1587
ABC COMPANY
12 E MAIN AVE STE 209
KRYTON TN 38188-3637

MSC 1587
ABC COMPANY
PO BOX 7530
KRYTON TN 38188-7530

The Delivery Address Line is the standardized address of the private company.

Private companies offering mailbox rental services to individuals and businesses are considered commercial mail receiving agencies (CMRA). Addresses on mail received at a CMRA must adhere to specific requirements in the use of their private mailbox number (PMB). Mail sent to an addressee at a CMRA must include either the PMB identifier or the #, followed by the appropriate private mailbox number. Use of any other identifier is prohibited. Either a three line or four line address format can be used with a CMRA address and the PMB or # identifier, with the exception noted below. Where the CMRA's physical address requires its own secondary address element, the PMB or # address must follow the specific format rules stated below. It is not permissable to combine the secondary address element of the mailing address for the CMRA and the CMRA customer's private box number.

Examples:

JOE DOE
PMB 234
RR 1 BOX 12
HERNDON VA 22071-2716

JOE DOE
#234
10 MAIN ST STE 11
HERNDON VA 22071-2716

JOE DOE
123 MAIN ST #4545
HERNDON VA 22071-2716

JOE DOE
PO BOX 159753 PMB 3571
HERNDON VA 22071-2716

Exception:

When the CMRA mailing address contains a secondary address element (e.g. rural route box number, suite, # or other term), the CMRA customer must use PMB when utilizing a three line address format:

Examples:

JOE DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716

JOE DOE
RR 1 BOX 12 PMB 596
HERNDON VA 22071-2716

UNACCEPTABLE

JOE DOE
10 MAIN ST STE 11 # 234
HERNDON VA 22071-2716

JOE DOE
RR 1 BOX 12 # 596
HERNDON VA 22071-2716

29 Puerto Rico Addresses

291 Format

Puerto Rico's common addressing consists of various formats, such as:

1234 AVE ASHFORD APT 1A
SAN JUAN PR 00907-1021

Number, Street, and Apt. No.
City, State, and ZIP+4

Apartment Building with Street Address

COND LAS AMAPOLAS
1230 CALLE AMAPOLAS APT 103
CAROLINA PR 00979-1126

Condominium Name
Number, Street, and Apt. No.
City, State, and ZIP+4

Condominium with Street Address

MR JOHN DOE
1234 URB LOS OLMOS
PONCE PR 00731-1235

Name
Number and Urbanization
City, State, and ZIP+4

Exception

MRS JANE DOE
URB LAS GLADIOLAS
150 CALLE A
SAN JUAN PR 00926-0221

Name
Urbanization
Street and Number
City, State, and ZIP+4

Four-line Address

MR JOHN DOE
1234 CALLE AURORA
MAYAGUEZ PR 00680-1234

Name
Number and Street
City, State, and ZIP+4

Three-line Address

MR JOHN DOE
1234 URB LOS OLMOS
PONCE PR 00731-1235

Name
Number and Urbanization
City, State, and ZIP+4

Exception

1234 AVE ASHFORD APT 1A **SAN JUAN PR 00907-1021**	Number, Street, and Apt. No. City, State, and ZIP+4

Apartment Buildings — Condominiums

COND LAS AMAPOLAS **1230 CALLE AMAPOLAS APT 103** **CAROLINA PR 00979-1126**	Condominium Name Number, Street, and Apt. No. City, State, and ZIP+4

Condominium with Street Address

MR RALPH DOE **COND GARDEN HILLS PLAZA** **TORRE 2 APT 905** **GUYANABO PR 00966-2325**	Name Condominium Name Building No. and Apt. No. City, State, and ZIP+4

Exception

D MR JOHN DOE **COND DEL MAR APT 103** **SAN JUAN PR 00907-1112**	Name Condominium Name and Apt. No. City, State, and ZIP+4

Exception
Certain condominiums are not located on a named street or have an assigned number to the building. The name of the condominium is substituted for the street name.

MR JUAN DOE **RES LAS MARGARITAS** **EDIF 1 APT 104** **CAGUAS PR 00725-1103**	Name Residential Name Building No. and Apt. No. City, State, and ZIP+4

The word *CALLE* is commonly placed before the street name and number. *CALLE* means *STREET* in Spanish, and placing the word *CALLE* prior to other address components is proper utilization based on Spanish composition. In addition to the word *CALLE,* the word *AVENIDA* or its abbreviation *AVE* may also appear in this position.

292 Urbanization

Urbanization denotes an area, sector, or development within a geographic area. In addition to being a descriptive word, it precedes the name of the area. This *URB* descriptor, commonly used in urban areas of Puerto Rico, is an important part of the addressing format, as it describes the location of a given street.

MR JOHN SMITH
URB FAIR OAKS
AVE WILSON CHURCHILL 123
RIO PIEDRAS PR 00926-0123

Name
Urbanization
Street and Number
City, State, and ZIP+4

293 Common Translations

The following is a list of commonly used phrases that may appear in Puerto Rico addresses:

Spanish	English
Apartado	PO Box
Buzon	Box
Buzon Rural	Rural Box
Ruta Rural	Rural Route
Ruta Estrella	Highway Contract
Edificio	Building

MR JOHN DOE
APARTADO 825
SAN JUAN PR 00936-0825

Proper Spanish Format

MR JOHN DOE
PO BOX 825
SAN JUAN PR 00936-0825

English Version

The following is a list of Spanish words and their corresponding abbreviations:

Spanish Word	Abbreviation	Spanish Word	Abbreviation
Apartamento	**APT**	Extencion	**EXT**
Barriada	**BDA**	Hospital	**HOSP**
Building	**BLDG**	Industrial	**IND**
Bloque	**BL**	Jardines	**JARD**
Barrio	**BO**	Mansiones	**MANS**
Carretera	**CARR**	Parcelas	**PARC**
Caserio	**CAS**	Quebrada	**QBDA**
Condominio	**COND**	Reparto	**REPTO**
Cooperativa	**COOP**	Residencial	**RES**
Corporacion	**CORP**	Sector	**SEC**
Departamento	**DEPT**	Terraza	**TERR**
Edificio	**EDIF**	Urbanization	**URB**
Entrega General	**GEN DEL**	Villa	**VIL**

294 Spanish Directionals

Directionals are not commonly used in Puerto Rico addresses because other descriptions, such as urbanization, identify geographic areas. When they do appear in addresses, however, they may appear as follows:

Spanish		English	
Directional	**Abbreviation**	**Directional**	**Abbreviation**
Norte	**N**	North	**N**
Noreste	**NE**	Northeast	**NE**
Noroeste	**NO**	Northwest	**NW**
Sur	**S**	South	**S**
Sureste	**SE**	Southeast	**SE**
Suroeste	**SO**	Southwest	**SW**
Este	**E**	East	**E**
Oeste	**O**	West	**W**

Note: The only discrepancies between English and Spanish abbreviations occur in West directionals. In the ZIP+4 File, the English equivalents are used.

295 Delivery Address Line

295.1 General

The components of the Delivery Address Line are the primary address number, street name, secondary address identifier, and secondary address range.

125 CALLE MAIN
URB HIGHLAND GARDENS
COND LAS AMAPOLIAS APT 103

Primary Address No. and Street Name Secondary Address Identifier Street and Number

Note: In Puerto Rico there are usually no directionals or suffixes. Additionally, most apartment buildings do not have a street address. In this situation, the building name is part of the primary address identifier. If directionals are present in an address, they are part of the street name. Do not translate to directionals.

1510 CALLE 3 NO

NO = Northwest

1620 CALLE 17 SO

SO = Southwest

295.2 Street Names

Do not abbreviate street names if at all possible. Consult the abbreviation tables prior to making any abbreviation. For matching purposes, eliminating the word *CALLE* from named streets is recommended. Always print *CALLE, AVENIDA,* etc. on the mailpiece.

CALLE JULIO ENRIQUE VIZCARRONDO 150

Incorrect

150 JULIO ENRIQUE VIZCARRONDO

Correct

295.3 Numbered Streets

Numbered streets must always contain the word *CALLE*. This avoids misinterpretation of the delivery information between numbered streets and house numbers.

CALLE 1 A17

CALLE 191 B113

Incorrect

A17 CALLE 1

B113 CALLE 191

Correct

Note: Do not translate CALLE to the suffix ST. This translation makes the address undeliverable.

295.4 House Numbers

House numbers may have fractional or alphabetic modifiers. To make an address more deliverable because of alphanumeric ranges, place the house number before the street name.

CALLE 117 A-19

Incorrect

A19 CALLE 117

Correct

Due to the amount of numbers within a block and a house number in Puerto Rico addresses, many identifiers are used to separate address elements, including *BLOQUE, NUM, NO, CASA,* and *LOTE.* None of the identifiers are part of the address, and they are not in the AIS files.

Certain rules have to be established to eliminate these identifiers from address files. Placing the house number before the street name is recommended.

When placing alphanumeric house numbers prior to the street name, avoid using hyphens.

A-17 CALLE AMAPOLA

B-17A CALLE 1

Incorrect

A17 AMAPOLA

B17A CALLE 1

Correct

However, hyphens in the address range may be significant. When addresses contain up to three-digit numeric block numbers, it is necessary to include a hyphen.

CALLE 19 BLQ 199 123

CALLE 117 BLOQUE 23 NUM 18

Incorrect

199-123 CALLE 19

23-18 CALLE 117

Correct

This process facilitates matching customer files against AIS since hyphens are present in the AIS files.

295.5 Urbanization

Because urbanizations are the most important part of the address, they are abbreviated to *URB* followed by the urbanization name.

URBANIZATION GOLDEN GATE

Incorrect

URB GOLDEN GATE

Correct

Urbanizations are not repeated within five-digit zones and in most cases are served by one single carrier route. Therefore, a list of urbanization names serves for Five-Digit ZIP Code verification.

Note: Certain urbanizations are known as extensiones, mansiones, repartos, villas, parques, and jardines. When these names are present, there is no need to place the abbreviation URB prior to the name of the urbanization.

A17 JARD FAGOTA
PONCE PR 00731

B133 URB GOLDEN GATE
SAN JUAN PR 00920

Note: Some areas in Puerto Rico served in urbanizations do not have a street name. The urbanization becomes a street name and is located in the primary identifier of the AIS files.

295.6 Post Office Box

Print Post Office Box addresses as *PO BOX* on the mailpiece.

PO BOX 1195

PO Box addresses often appear with the words *CALLER, CALL BOX, GPO BOX, PO BOX S-1190, APTDO, APARTADO, BOX, BUZON.* These are changed to *PO BOX* as output to a mailpiece.

XYZ COMPANY
APARTADO 2018

ABC COMPANY
GPO BOX 1118

Incorrect

XYZ COMPANY
PO BOX 2018

ABC COMPANY
PO BOX 1118

Correct

In certain areas, the station name appears in the line above the city, state, and ZIP Code. We recommend that it is either eliminated from the output address or relocated, placing *PO BOX* above the city and state and placing the station name on the line above. Station names are not present on the ZIP+4 File.

PO BOX 1190
OLD SAN JUAN STA
SAN JUAN PR 00902-1190

Incorrect

OLD SAN JUAN STA
PO BOX 1190
SAN JUAN PR 00902-1190

Correct

295.7 Rural Route

Rural route addresses are output on a mailpiece as *RR N BOX NN*. Do not use the words *RURAL, RUTA RURAL, BUZON,* or *BZN*.

RR 2 BOX 152

A leading zero before the rural route number is not necessary.

RR03 BOX 9800

Incorrect

RR 3 BOX 9800

Correct

The designations *RFD, RD,* and *RT* (meaning rural route) are changed to *RR.*

RFD ROUTE 4 BZN 1725

Incorrect

RR 4 BOX 1725

Correct

There should be no additional designations, such as sector names, on the Delivery Address Line of rural addresses. Sector names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. Eliminate this information in Puerto Rico addresses.

RR 2 BOX 1980
SECTOR EL BRINCO

RR 3 BOX 3415
BARRIO ALEGRE

Incorrect

RR 2 BOX 1980

RR 3 BOX 3415

Correct

3 Business Addressing Standards

31 General

311 Joint Industry and Postal Service Standardization Efforts

This chapter defines standardized formats for business addresses to be used on mailpieces. This standardization effort was originally initiated by the Direct Mail Association (DMA) Business-to-Business Users' Group in late 1987 and included the involvement of other DMA segments groups who provide business-to-business list services. The Postal Service's Address Management Office and National Customer Support Center (NCSC) have worked closely with these groups to pinpoint problem areas and develop recommended solutions. Members of the Graphic Communications Association (GCA) have also provided strong support for the development of these business-to-business addressing standards.

As awareness of business-to-business addressing issues became more widespread, a broader scope of industry participation was facilitated by the establishment of a special ad hoc Business-to-Business Addressing Subcommittee of the Mailers' Technical Advisory Committee in the fall of 1989.

Numerous joint working meetings were held to thoroughly define standardization needs and develop the components of the recommended addressing guidelines outlined in this section. It should be noted that this effort intentionally dovetailed with the earlier joint industry and Postal Service program that established the general addressing standards. Industry and USPS joint work groups will continue to be created to provide the information necessary to achieve the highest level of address quality possible.

312 Unique Addressing Issues

For consumer and residential addresses, a complete and correct address consists of three basic lines of information: Customer or Recipient Line, Delivery Address Line, and Last Line (City State ZIP). Depending on the address type, other address data elements could include apartment or suite numbers, post office box addresses, and a complete rural/highway contract route address (with route and box numbers).

Significantly, in terms of content, business-to-business mailers have much more to worry about with various permutations of firm names, the use of prestige addresses, and auxiliary company and personnel data, e.g., titles, personal/professional, and department or division. Consequently for the business-to-business mailer, the scope of standardization and list maintenance and correction becomes much more complex.

By establishing preferred format or data element location guidelines, defined character lengths, standard abbreviations, and a progression of compression steps, a process has been created that now enables mailers to uniformly condense business address components to any practical length, depending on the purpose and the need to abbreviate the data. The use of standardized abbreviations and logical compression steps is intended to facilitate the computer based merge/purge process, Postal Service multi-line optical character readers (MLOCR) and industry address matching services including ZIP+4 and NCOA.

The mailer has full discretion in the use of standard abbreviations and compression guidelines to optimize computer data storage and output to a mailpiece. There is no intent to mandate the use of these abbreviations or guidelines if the mailer prefers the full spelling.

313 Business Address Standardization Factors

Address standardization has the potential to improve many phases of the business-to-business mail process — from merge/purge to delivery. The following are specific problem areas these standards can address.

313.1 Costly Inefficiencies in the Merge/Purge Process

It is hard to identify and eliminate duplicate addresses when address data is presented in varying formats, i.e., when abbreviation and compression tactics are applied randomly or multiple data element combinations are used.

313.2 Costly Poor Address Hygiene

Businesses often prefer to use “prestige” or “vanity” addresses and occasionally use multiple versions of their firm name, depending on their market needs. They also apply differing abbreviation and compression tactics. As a result, match rates against Postal Service address improvement products, i.e., NCOA, Address Change Service (ACS), and ZIP+4, are low.

313.3 Costly Missed Opportunities for Barcoding Discounts

Because of inconsistencies in business address formats, business addresses often do not match against ZIP+4 data used to produce a barcode. Business-to-business mailers find it harder to take full advantage of new automation and barcoding discounts.

313.4 Costly Non-deliverability

Inconsistent addressing tactics or missing address elements due to varying compression methods often result in non-deliverable mail. Delivery of mail within an organization may also be impaired if internal mailstops are not part of the address. In this context *mailstop* refers to a unique routing code used by a company for internal mail delivery. It does not include the traditional information, such as Accounts Payable Branch, or Attn To:, Example: Mailstop ABC 456.

314 Purpose of Standardization

The purpose of standard abbreviations and compression guidelines is to provide a uniform reference when there is a need to condense address data. The standards contain the following components: an address format model indicating preferred address data element locations, a progression of optional line compression steps, and a table of standard abbreviations for the most commonly used business words. These tools are designed to meet the following objectives:

a. Improve computer matching of business address data in the merge/purge process and enhance the application of Postal Service address improvements.

b. Facilitate proper address compression for data transfers and differing output presentations, e.g., for Postal Service delivery vs. inside letter personalization or Cheshire labeling vs. ink jet printing.

32 Scope of Standardization

321 Benefits

The Business Address Standards are being adopted by postal units and are required in all internal Postal Service processing systems — including the NCOA System and ACS. Postal Service licensees, direct marketing service bureaus, and business-to-business mailers are encouraged to incorporate these standards as a means to achieve improved merge/purge results, higher list quality, and Postal Service deliverability.

There are additional benefits to be achieved through improved business-to-business address quality and a standardized address format, such as increasing potential deliverability of mail once processed and more consistency in address information stored in customer files and directories. The emphasis has been to clarify business-to-business addressing techniques and provide guidelines and tools that deal with the many unusual addressing conventions in business-to-business list processing. A strong focus has been on providing the Postal Service with a uniform approach to matching these addresses through its customer products and automated equipment.

322 Business-to-Business List Maintenance

Business-to-business addressing standards are tailored to provide guidance on the most efficient means to output a business address onto a mailpiece. It is necessary to begin with list compilation, list maintenance, or list management to ensure that the content of the address is both accurate and complete. A variety of AIS products and services are available to assist in these processes, which have worked well for consumer lists. The business-to-business standards are intended to greatly enhance the use of these products by providing a uniform format for business address information.

323 Business-to-Business List Correction

Prior to this effort of developing specific guidelines and tables for standardization of business-to-business addresses, the application of the Postal Service AIS address improvement products and services was not always an effective means to correct business-to-business addresses — simply because of poor match rates. With the Postal Service incorporating the tables and guidelines that have emerged from this process, the AIS services are much improved for business-to-business applications. In the future, once a business-to-business address has been matched against AIS files, the address list should be corrected accordingly. Business-to-business addresses that have been standardized will contain all the necessary address elements required for Postal Service delivery as well as the most correct firm name and contract information as required for marketing purposes.

324 Business-to-Business List Updates

Once files are updated, it is important to establish list management procedures to ensure timely updates and maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

325 Business-to-Business Address Output

Once an address has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. A standardized address should also be “machine readable” so that it can be processed on high-speed optical character readers (OCRs). Publication 25, *Designing Business Letter Mail,* contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been prebarcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend that you obtain a copy of Publication 25 from your local post office. If your mailpiece will be submitted for automation rates (other rates may also apply), the requirements in *Domestic Mail Manual* A800 and C840 must be met.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The most optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the ZIP+4 Files.

326 Business-to-Business Deliverability

The final benefit to be achieved through business-to-business address standardization is deliverability of a mailpiece. Addresses that are complete and have matched the Postal Service files and/or directories have a better chance of being properly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse Postal Service delivery personnel or be misread by Postal Service equipment improves the ability to provide timely delivery. The industry and the Postal Service will continue to work together to explore ways to improve the processing and delivery of mail in a timely, cost effective manner. Business-to-business address standardization is a very positive step towards improved address quality and a cost-effective operation both for the business-to-business mailer and the Postal Service.

33 Defining Business-to-Business Data Elements

To understand the complexity of business-to-business addressing, a strong effort has been made to identify and define the many individual data elements that can be included in a business-to-business address. Input from the business-to-business field (users and suppliers) — gathered from several industry surveys — aided in the development of the following list. The first nine data elements relate to the marketing intentions of the mailer and do not actually affect the Postal Service deliverability of a piece.

The following are data elements that could be included in a business-to-business address:

Company/Contact Information	
1.	Name Prefix
2.	First Name
3.	Middle Name or Initial
4.	Surname
5.	Suffix Title*
6.	Professional Title
7.	Functional Title
8.	Division/Department Name
9.	Mailstop Code
*	*Includes maturity (e.g., JR, SR) and professional (e.g., PHD, DDS) suffixes.*

Address data elements 10 through 27 are Postal Service standardization issues for purposes of distribution and deliverability:

Distribution and Delivery Address Information			
10.	Street Number	20.	State
11.	Predirectional	21.	ZIP Code
12.	Street Name	22.	ZIP+4 Code
13.	Street Suffix	23.	Carrier Route Code
14.	Postdirectional	24.	Operational Endorsement/ACS Participant Code
15.	Secondary Unit Indicator	25.	Key Line Code
16.	Secondary Number	26.	POSTNET Barcode
17.	Company Name	27.	POSTNET Address Block Barcode
18.	PO Box Number		
19.	City		

The following business address format is recommended when outputting to a mailpiece. Except as noted below, the use of a specific address line or address data element within a line is optional based on marketing intent, data availability, label size, or mailer preference. When a business address data element is not used on a mailpiece, the address data element above is positioned downward into the vacant area, thereby maintaining overall relative address data element placement on the mailpiece.

Address Data Element	Example
Optional Endorsement Line	**#BXNHJVF *********C002**
Key Line Data	**#ABCDEFGHIJKLMNO3# /12345678**
POSTNET Address Block Barcode	
Mailstop Code	**MSC4567ABCD**
Attention Line	**MS MILDRED DOE**
Individual Title	**PROFESSIONAL ENGINEER**
Functional Title	**DESIGN ENGINEERING MANAGER**
Group, Department, Division Name	**BRAKE CONTROL DIVISION**
Business/Firm Name	**BIG BUSINESS INCORPORATED**
Delivery Address Line	**12 E BUSINESS LN STE 209**
City, State, ZIP+4 Line	**KRYTON TN 38188-0002**

It is unlikely that any one business address contains all 11 of the business address data elements detailed above. The example above defines the business address data elements and their relative placement on a mailpiece. Generally, only five lines of address information are suitable for automated processing when not barcoding.

The use of a standardized business address format, standard business word abbreviations, line removal, and business address line compression logic is intended to improve the quality of matches between Postal Service and industry address improvement, hygiene, and matching services. This would include computer-based change of address and merge/purge programs and would facilitate Postal Service and commercial MLOCR recognition.

When **outputting** business address data elements to a mailpiece, the complete address data element, **including the complete and correct spelling of each word,** is preferred. In those instances where certain constraints limit the number of words or characters that can be placed on the mailpiece, the **most preferred** method is to replace fully spelled words with standard address and business word abbreviations. If additional reduction in lines or address data elements is necessary for application on the mailpiece, then apply the guidelines in logical order as presented in section 34.

It is important to note that the application of these logical steps is the option of the mailer and is provided as a standardized approach for use when the mailer has a business need to alter the address format. It is recommended that each logical step be applied only if the additional compression offered by that step is required or desired by the mailer. The application of some logical steps could produce an output that may be unacceptable to the mailer.

34 Line Removal Guidelines

341 Sample Business Address Format

Line #	Data Element	Example
*1.	Optional Endorsement Line	**#BXNHJVF *********C002**
**2.	Key Line Data	**#ABCDEFGHIJKLMNO3# /12345678**
**3.	POSTNET Address Block Barcode	
***4.	Mailstop Code	**MSC 4567ABCD**
***5.	Attention Line	**MS MILDRED DOE**
***6.	Individual Title	**PROFESSIONAL ENGINEER**
***7.	Functional Title	**DESIGN ENGINEERING MANAGER**
***8.	Group, Department, Division Name	**BRAKE CONTROL DIVISION**
*9.	Business/Firm Name	**BIG BUSINESS INCORPORATED**
*10.	Delivery Address Line	**12 E BUSINESS LN STE 209**
*11.	City, State, Zip+4 Line	**KRYTON TN 38188-0002**

* *These lines directly affect Postal Service distribution.*
** *These lines are required for some Postal Service programs.*
*** *These lines are optional for the mailer.*

342 Primary Considerations

The preferred location for the POSTNET Address Block Barcode is above the address block or immediately below the optional endorsement and/or key line information, if used. However, it may be placed below the address block if necessary. In either location it must be within 4 inches of the bottom and 1/2 inch from either edge of the mailpiece in order to be read by the barcode sorter. Refer to section C840 of the DMM for additional criteria and options for placement of the barcode on mailpieces.

#BXNHJVF *********C002
#ABCDEFGHIJKLMNO3# /12345678
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

#BXNHJVF *********C002
#ABCDEFGHIJKLMNO3# /12345678
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Optional

Line #3 — POSTNET Address Block Barcode

343 Address Line Removal

If the number of business address lines on a mailpiece must be reduced, apply the following steps in the order listed.

343.1 Lines Required for Postal Service Distribution

Lines #9, #10, and #11 contain addressing data elements that are required for distribution and delivery by the Postal Service. Therefore, they must appear as the last three lines of the address block. If it is necessary to compress the number of characters in an address data element, use the recommended Abbreviations or Suffix Tables or the word compression guidelines identified in this publication.

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary it may be wrapped down. The use of standard business word abbreviations is preferred over line wrapping.

LONGFELLOW APPLIANCE BROKERAGE COMPANY	Preferred
LONGFELLOW APPLIANCE BROKERAGE CO	Option #1
LONGFELLOW APPLIANCE BRKRGE CO	Option #2
LONGFELLOW APPLNC BRKRGE CO	Option #3
LONGFELLOW APPLIANCE BROKERAGE COMPANY	Option #4

Line #9 — Business/Firm Name

When secondary delivery information, e.g., *APARTMENT* or *SUITE,* is part of the address but does not fit on the Delivery Address Line, all secondary components should be placed immediately above the Delivery Address Line.

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be presented on a single line. If that is not possible, the ZIP Code or the ZIP+4 code should be placed below the City State information. However, when compressing line #11 do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #11 — City, State, ZIP+4 Line

343.2 Required Lines for Certain Postal Service Programs

Lines #1 and #2 may be required on the mailpiece when it is submitted under some of the Postal Service Presort programs or the ACS program. Therefore, when they are present they must appear in the address block in the order indicated by the Sample Business Address Format. They cannot be wrapped, altered, or compressed.

#BXNHJVF *********C002

Line #1 — Optional Endorsement Line

#ABCDEFGHIJKLMNO3# /12345678
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Line #2 — Key Line Data

343.3 Optional Lines

Lines #4, 5, 6, 7, and 8 are **not** required by the Postal Service for distribution and delivery and are optional for the mailer.

Line #5, Attention, when it contains an individual name, or line #7, Functional Title, may be critical for delivery within the company or firm, but the use of both may not be necessary.

MSC 4567ABCD — Line #4 — Mailstop Code

MS MILDRED DOE — Line #5 — Attention Line

PROFESSIONAL ENGINEER — Line #6 — Individual Title

DESIGN ENGINEERING MANAGER — Line #7 — Functional Title

BRAKE CONTROL DIVISION — Line #8 — Group, Department, Division

35 Address Data Element Compression Guidelines

The Postal Service and commercial MLOCR equipment can read a maximum of 40 characters per line within a maximum of 8 separate words per line. If either parameter is exceeded, the MLOCR ignores the entire line.

Apply the following steps if it is necessary to reduce the number of words or characters from business address data elements applied to a mailpiece. Use the order listed.

351 Removal and Deletion Restrictions

Do not remove or delete any characters or symbols from line #1 Optional Endorsement Line, line #2 Key Line Data, or line #3 POSTNET Address Block Barcode.

352 Abbreviations

Use the standard business and address word abbreviations for address data elements whenever necessary. These abbreviations can be found in Appendix G. It is recommended that you only abbreviate the last word. You should not abbreviate words when the name length meets the user's character length requirements.

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Use of Abbreviations

353 Right-to-Left Evaluation

Evaluate each of the business address data elements in each business address line separately. Always work from the right to the left within each address line.

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Option #1

MS MILDRED DOE
PRO ENGR
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Option #2

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

354 Special Characters

Remove special characters, multiple blanks, and punctuation in order as listed below.

Special Characters	
	Double spaces/blanks change to single space or blank, except between state abbreviations and ZIP Codes or ZIP+4 codes.
*	Asterisks, except in the Optional Endorsement Line
,	Commas
.	Periods
( )	Parentheses
“ ”	Quotations
:	Colons
;	Semi-colons
’	Apostrophes
-	Hyphens, except in the ZIP+4 code and in the primary number used in the Delivery Address Line. Spaces before and after the hyphen or slashes (/) should be removed from the address or firm line.
@	At
&	Ampersand

***MS MILDRED DOE**
“PROFESSIONAL ENGINEER”
(MAIN OFFICE)
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE-209
KRYTON, TN 38188-0002

Acceptable

MS MILDRED DOE
PROFESSIONAL ENGINEER
MAIN OFFICE
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK, NY 10021-0905

Acceptable

JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK NY 10021-0905

Preferred

355 Remove Certain Words

Replace or remove certain words as listed below. However, the use of standard business word abbreviations is preferred over removal of words. The following compression technique should be applied only if the standard abbreviations do not meet particular business needs.

- Replace *and* with *space*.
- Replace *space & space* with *space*.
- Replace number words with numeric symbols: *first* with *1ST*.
- Remove *etc., i.e., in care of,* and *et al*.
- Remove words like *the, of, by, for, at, also.*
- Remove A*TTENTION, ATTN:.*
- Remove gender words like *MS, MRS, MISS, MR, SIR*.
- Remove title words like *DR, PHD, DDS, RN.*

356 Wrapping

When address information does not fit on one line, wrap the additional information on either the line above or below, as shown below. However, the use of standard business word abbreviations is preferred over line wrapping. Only wrap lines if standard abbreviations do not meet your business needs.

Wrapping	Additional Information	
No Wrap	1.	Optional Endorsement
No Wrap	2.	Key Line Data
No Wrap	3.	POSTNET Address Block Barcode
Wrap Down	4.	Mailstop Code
Wrap Down	5.	Attention Line
Wrap Down	6.	Individual Title
Wrap Down	7.	Functional Title
Wrap Down	8.	Group, Department, Division
Wrap Down	9.	Business/Firm Name
Wrap Up	10.	Delivery Address Line
Wrap Down	11.	City, State, ZIP+4 Line

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary, it may be wrapped down.

INTERNATIONAL FNCL GRP INC

Optional

INTERNATIONAL FINANCIAL
GROUP INCORPORATED

Preferred

Line #9 — Business/Firm Name

When secondary delivery information, e.g., *APT* or *SUITE,* is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be on a single line. If that is not possible, the ZIP Code, including the ZIP+4 code, may be placed below the city/state information. However, when compressing line #11, do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Line #11 — City, State, ZIP+4 Line

357 Line #9 Compression

When compressing line #9, Business/Firm Name, do not alter the first and second words (leftmost), if possible, except when the first word is *THE,* which may be removed.

GENERAL DEVELOPMENT EMPORIUM

Optional

THE GENERAL DEVELOPMENT EMPORIUM

Preferred

Line #9 — Business/Firm Name

358 Standard State Name Abbreviations

When an individual state name that appears anywhere in a business address must be compressed or abbreviated because of space restrictions, use the standard State abbreviation listed in Appendix B.

Note: Use US for United States. Use USA for United States of America.

VA CONSTRUCTION CORPORATION

Optional

VIRGINIA CONSTRUCTION CORPORATION

Preferred

Line #9 — Business/Firm Name

1435 VA HILL WAY

Optional

1435 VIRGINIA HILL WAY

Preferred

Line #10 — Delivery Address Line

359 Repetitive Word Removal

Remove repetitive words; however, standard business word abbreviations are preferred over word removal. The compression technique in this step should be applied only if standard abbreviations do not meet your business needs.

GOODMAN WILSON AND HAROLDSON

Optional

GOODMAN GOODMAN WILSON AND HAROLDSON

Preferred

Line #9 — Business/Firm Name

3510 Short-Ending Substitution

Substitute short endings on words.

Ending	Substitute
an	= n
er	= r
ial	= l
al	= l
ies	= s
es	= s
ed	= d
ing	= ng
tion	= tn

3511 Last Word Abbreviations

If the last word of an address line is any of those listed below, first replace the word with the standard abbreviation. If additional compression is still required, remove the word or its standard abbreviation.

Note: This step can be applied only to address lines #6, 7, 8, and 9.

Word	Abbreviations
ADMINISTRATION	**ADMN**
AGENCY	**AGCY**
BRANCH	**BRNCH, BR**
CENTER	**CTR**
COMPANY	**CO**

Word	Abbreviations
CORPORATION	**CORP**
DIVISION	**DIV**
ENTERPRISE	**ENTRPRS**
GOVERNMENT	**GOVT**
GROUP	**GRP**
HEADQUARTERS	**HDQTRS**
INCORPORATED	**INC**
LABORATORY	**LAB**
LIMITED	**LTD**
MANAGEMENT	**MGMT**
MANUFACTURER, MANUFACTURING	**MFR, MFG**
MUNICIPAL	**MNCPL**
NATIONAL	**NATL**
PARTNERSHIP	**PRTNRSHP**
SYSTEM	**SYS**

3512 Vowel Removal

It is recommended that vowels not be removed if the desired address data element compression can be obtained by first using standard word abbreviations.

From the right side of the address line, beginning with the rightmost word, remove vowels as necessary on a word-by-word basis to achieve desired compression. Leave the last vowel; if the first character of a word is a vowel, do not remove that character. It is also recommended that the vowels not be removed from the leftmost words.

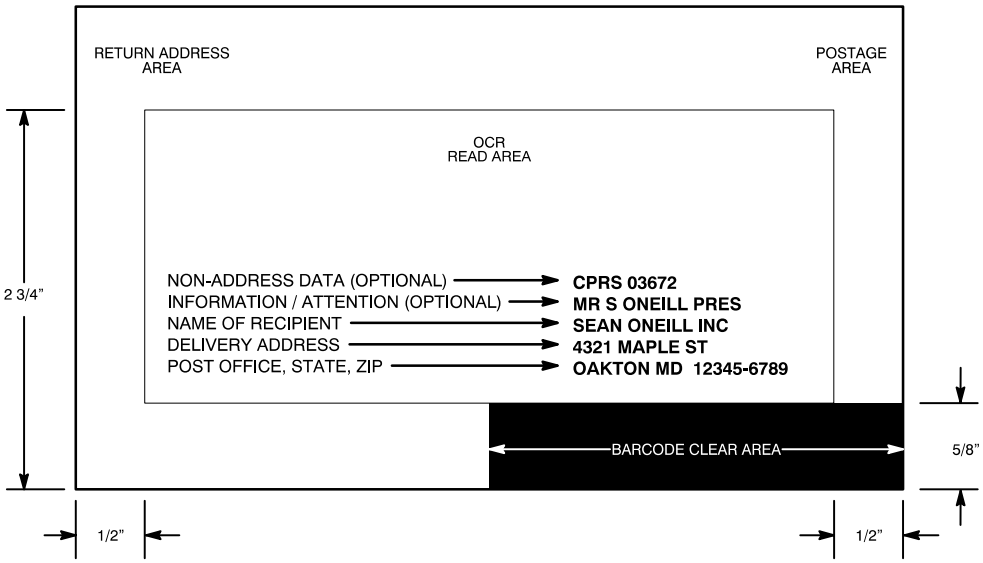
Appendix A

Address Formatting

A1 Readability

An *automation readable mailpiece* is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 POSTNET barcode and is readable on an OCR and/or a barcode sorter (BCS). The POSTNET barcode, whether preapplied or printed via an OCR, should reflect the ZIP+4 code that permits the finest level of sort for each mailpiece.

The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, we suggest you obtain a copy of Publication 25, *Designing Business Letter Mail,* or Publication 221, *Addressing For Success,* from your local post office marketing and communications office. The Postal Service's Website (www.usps.gov) also provides access to those publications.



Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the primary or secondary street number (if needed) or the ZIP+4 code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types in section A2.)

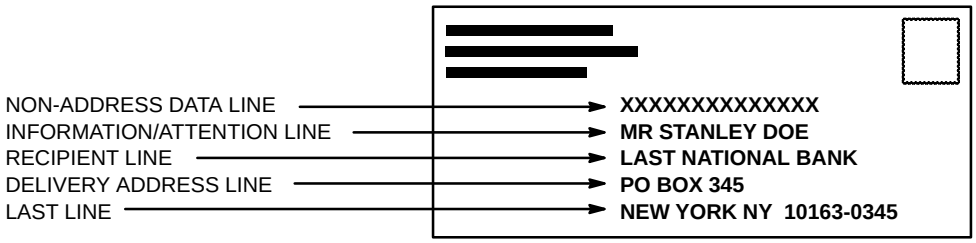
Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.

The entire address should be contained in an imaginary rectangle known as the OCR read area (see illustration in section A1) that extends from 5/8” to 2 3/4” from the bottom of the mailpiece, with 1/2” margins on each side.

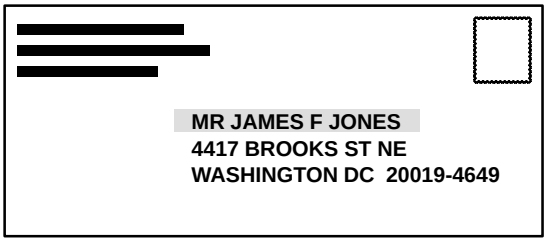
The barcode clear area, 5/8” from the bottom, and 4 3/4” from the right edge of the mailpiece (see illustration in section A1), is the area where a POSTNET barcode is preapplied or printed by an OCR.

Extraneous (nonaddress) printing that appears in the OCR read area should be positioned above the delivery address line and as far away from the address block as possible.

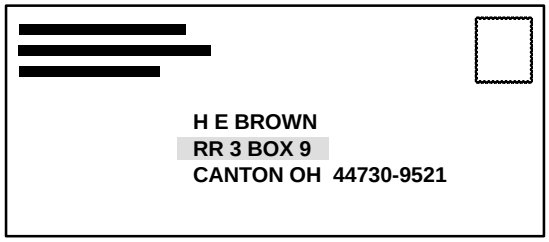
A2 Address Types



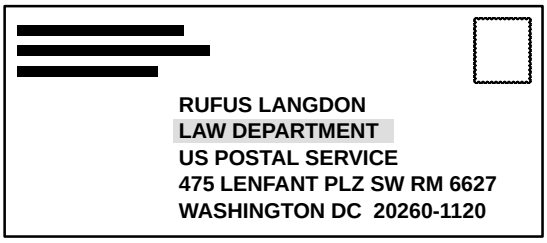
KEY



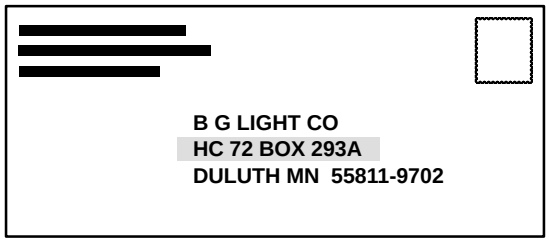
INDIVIDUAL (SEE SECTION 212)



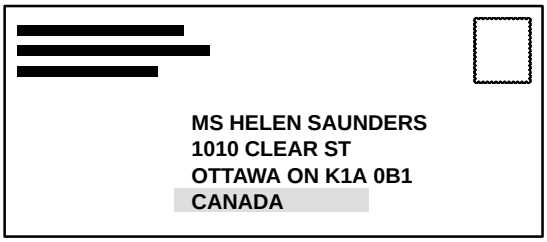
RURAL ROUTE (SEE SECTION 24)



ATTENTION LINE (SEE SECTION 214)

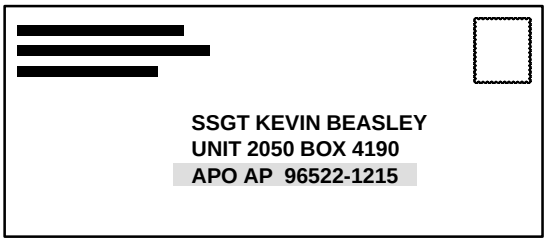


HIGHWAY CONTRACT (SEE SECTION 25)



INTERNATIONAL (SEE SECTION A3)

POST OFFICE BOX (SEE SECTION 28)



MILITARY (SEE SECTION 225)

NON-ADDRESS DATA (SEE SECTION 343.3)

A3 International Addresses

A31 General Requirements

The bottom line of the address should show only the COUNTRY name, written in full (no abbreviations) and preferably in capital letters. **Do not place the postal codes (ZIP Codes) of foreign country designations on the last line of the address. Do not underline the COUNTRY name.** An example of a correct foreign address follows:

INGE DIETRIC-FISCHER
HARTMANNSTRASSE 7
5300 BONN 1
GERMANY

A32 Canada Only

Either of the following address formats may be used when the postal address delivery zone is included in the address. Use the standard two-character abbreviations for provinces and territories.

MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

Option #1

MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON CANADA
K1A 0B1

Option #2

Canadian Province/ Territory	Postal Service Abbreviation
Alberta	**AB**
British Columbia	**BC**
Manitoba	**MB**
New Brunswick	**NB**
Newfoundland	**NF**
Northwest Territories	**NT**
Nova Scotia	**NS**
Ontario	**ON**
Prince Edward Island	**PE**
Quebec	**QC**
Saskatchewan	**SK**
Yukon Territory	**YT**

How To Obtain Canadian Postal Code Information

Mailers wishing to order a Postal Code Directory for Canada should write to the following address to obtain an order form:

NATIONAL PHILATELIC CENTRE
CANADA POST CORPORATION
75 ST NINIAN ST SUITE 100
ANTIGONISH NS B2G 2R8
CANADA

call: 1-800-565-4362

Major mailers requiring Postal Code information on computer tape or information regarding Canadian mailing standards should write to the following address:

ADDRESS MANAGEMENT
CANADA POST CORPORATION
2701 RIVERSIDE DR SUITE NO813
OTTAWA ON K1A 0B1
CANADA

call: 1-613-734-6402

Appendix B

Two-Letter State and Possession Abbreviations

Use the abbreviations below when addressing mail. Using the two-letter state abbreviations makes it possible to enter the city, state, and Five-Digit ZIP Code (or ZIP+4 code) on the last line of the address within 28 positions when necessary: 13 positions for city, 1 space between the city and state abbreviation, 2 positions for the state, 2 spaces (preferred) between the state and ZIP Code, and 10 positions for the ZIP+4 code.

State/Possession	Abbreviation
Alabama	**AL**
Alaska	**AK**
American Samoa	**AS**
Arizona	**AZ**
Arkansas	**AR**
California	**CA**
Colorado	**CO**
Connecticut	**CT**
Delaware	**DE**
District of Columbia	**DC**
Federated States of Micronesia	**FM**
Florida	**FL**
Georgia	**GA**
Guam	**GU**
Hawaii	**HI**
Idaho	**ID**
Illinois	**IL**
Indiana	**IN**
Iowa	**IA**
Kansas	**KS**
Kentucky	**KY**
Louisiana	**LA**
Maine	**ME**
Marshall Islands	**MH**
Maryland	**MD**

State/Possession	Abbreviation
Massachusetts	**MA**
Michigan	**MI**
Minnesota	**MN**
Mississippi	**MS**
Missouri	**MO**
Montana	**MT**
Nebraska	**NE**
Nevada	**NV**
New Hampshire	**NH**
New Jersey	**NJ**
New Mexico	**NM**
New York	**NY**
North Carolina	**NC**
North Dakota	**ND**
Northern Mariana Islands	**MP**
Ohio	**OH**
Oklahoma	**OK**
Oregon	**OR**
Palau	**PW**
Pennsylvania	**PA**
Puerto Rico	**PR**
Rhode Island	**RI**
South Carolina	**SC**
South Dakota	**SD**
Tennessee	**TN**

State/Possession	Abbreviation
Texas	**TX**
Utah	**UT**
Vermont	**VT**
Virgin Islands	**VI**
Virginia	**VA**
Washington	**WA**
West Virginia	**WV**
Wisconsin	**WI**
Wyoming	**WY**

Geographic Directional	Abbreviation
North	**N**
East	**E**
South	**S**
West	**W**
Northeast	**NE**
Southeast	**SE**
Northwest	**NW**
Southwest	**SW**

Military “State”	Abbreviation
Armed Forces Europe, the Middle East, and Canada	**AE**
Armed Forces Pacific	**AP**
Armed Forces Americas (except Canada)	**AA**

Appendix C

Street Abbreviations

C1 Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service Standard Suffix Abbreviations.

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	**ALY**
	ALLEY	
	ALLY	
	ALY	
ANNEX	ANEX	**ANX**
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	**ARC**
	ARCADE	
AVENUE	AV	**AVE**
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNUE	
BAYOU	BAYOO	**BYU**
	BAYOU	
BEACH	BCH	**BCH**
	BEACH	
BEND	BEND	**BND**
	BND	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BLUFF	BLF	**BLF**
	BLUF	
	BLUFF	
BLUFFS	BLUFFS	**BLFS**
BOTTOM	BOT	**BTM**
	BTM	
	BOTTM	
	BOTTOM	
BOULEVARD	BLVD	**BLVD**
	BOUL	
	BOULEVARD	
	BOULV	
BRANCH	BR	**BR**
	BRNCH	
	BRANCH	
BRIDGE	BRDGE	**BRG**
	BRG	
	BRIDGE	
BROOK	BRK	**BRK**
	BROOK	
BROOKS	BROOKS	**BRKS**
BURG	BURG	**BG**
BURGS	BURGS	**BGS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BYPASS	BYP	**BYP**
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	**CP**
	CP	
	CMP	
CANYON	CANYN	**CYN**
	CANYON	
	CNYN	
CAPE	CAPE	**CPE**
	CPE	
CAUSEWAY	CAUSEWAY	**CSWY**
	CAUSWAY	
	CSWY	
CENTER	CEN	**CTR**
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	**CTRS**
CIRCLE	CIR	**CIR**
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	**CIRS**
CLIFF	CLF	**CLF**
	CLIFF	
CLIFFS	CLFS	**CLFS**
	CLIFFS	
CLUB	CLB	**CLB**
	CLUB	
COMMON	COMMON	**CMN**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
COMMONS	COMMONS	**CMNS**
CORNER	COR	**COR**
	CORNER	
CORNERS	CORNERS	**CORS**
	CORS	
COURSE	COURSE	**CRSE**
	CRSE	
COURT	COURT	**CT**
	CT	
COURTS	COURTS	**CTS**
	CTS	
COVE	COVE	**CV**
	CV	
COVES	COVES	**CVS**
CREEK	CREEK	**CRK**
	CRK	
CRESCENT	CRESCENT	**CRES**
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	**CRST**
CROSSING	CROSSING	**XING**
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	**XRD**
CROSSROADS	CROSSROADS	**XRDS**
CURVE	CURVE	**CURV**
DALE	DALE	**DL**
	DL	
DAM	DAM	**DM**
	DM	
DIVIDE	DIV	**DV**
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	**DR**
	DRIV	
	DRIVE	
	DRV	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
DRIVES	DRIVES	**DRS**
ESTATE	EST	**EST**
	ESTATE	
ESTATES	ESTATES	**ESTS**
	ESTS	
EXPRESSWAY	EXP	**EXPY**
	EXPR	
	EXPRESS	
	EXPRESSWAY	
	EXPW	
	EXPY	
EXTENSION	EXT	**EXT**
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	**EXTS**
FALL	FALL	**FALL**
FALLS	FALLS	**FLS**
	FLS	
FERRY	FERRY	**FRY**
	FRRY	
	FRY	
FIELD	FIELD	**FLD**
	FLD	
FIELDS	FIELDS	**FLDS**
	FLDS	
FLAT	FLAT	**FLT**
	FLT	
FLATS	FLATS	**FLTS**
	FLTS	
FORD	FORD	**FRD**
	FRD	
FORDS	FORDS	**FRDS**
FOREST	FOREST	**FRST**
	FORESTS	
	FRST	
FORGE	FORG	**FRG**
	FORGE	
	FRG	
FORGES	FORGES	**FRGS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
FORK	FORK	**FRK**
	FRK	
FORKS	FORKS	**FRKS**
	FRKS	
FORT	FORT	**FT**
	FRT	
	FT	
FREEWAY	FREEWAY	**FWY**
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	**GDN**
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	**GDNS**
	GDNS	
	GRDNS	
GATEWAY	GATEWAY	**GTWY**
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	
GLEN	GLEN	**GLN**
	GLN	
GLENS	GLENS	**GLNS**
GREEN	GREEN	**GRN**
	GRN	
GREENS	GREENS	**GRNS**
GROVE	GROV	**GRV**
	GROVE	
	GRV	
GROVES	GROVES	**GRVS**
HARBOR	HARB	**HBR**
	HARBOR	
	HARBR	
	HBR	
	HRBOR	
HARBORS	HARBORS	**HBRS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
HAVEN	HAVEN	**HVN**
	HVN	
HEIGHTS	HT	**HTS**
	HTS	
HIGHWAY	HIGHWAY	**HWY**
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	**HL**
	HL	
HILLS	HILLS	**HLS**
	HLS	
HOLLOW	HLLW	**HOLW**
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	**INLT**
ISLAND	IS	**IS**
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	**ISS**
	ISLNDS	
	ISS	
ISLE	ISLE	**ISLE**
	ISLES	
JUNCTION	JCT	**JCT**
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	**JCTS**
	JCTS	
	JUNCTIONS	
KEY	KEY	**KY**
	KY	
KEYS	KEYS	**KYS**
	KYS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
KNOLL	KNL	**KNL**
	KNOL	
	KNOLL	
KNOLLS	KNLS	**KNLS**
	KNOLLS	
LAKE	LK	**LK**
	LAKE	
LAKES	LKS	**LKS**
	LAKES	
LAND	LAND	**LAND**
LANDING	LANDING	**LNDG**
	LNDG	
	LNDNG	
LANE	LANE	**LN**
	LN	
LIGHT	LGT	**LGT**
	LIGHT	
LIGHTS	LIGHTS	**LGTS**
LOAF	LF	**LF**
	LOAF	
LOCK	LCK	**LCK**
	LOCK	
LOCKS	LCKS	**LCKS**
	LOCKS	
LODGE	LDG	**LDG**
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	**LOOP**
	LOOPS	
MALL	MALL	**MALL**
MANOR	MNR	**MNR**
	MANOR	
MANORS	MANORS	**MNRS**
	MNRS	
MEADOW	MEADOW	**MDW**
MEADOWS	MDW	**MDWS**
	MDWS	
	MEADOWS	
	MEDOWS	
MEWS	MEWS	**MEWS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
MILL	MILL	**ML**
MILLS	MILLS	**MLS**
MISSION	MISSN	**MSN**
	MSSN	
MOTORWAY	MOTORWAY	**MTWY**
MOUNT	MNT	**MT**
	MT	
	MOUNT	
MOUNTAIN	MNTAIN	**MTN**
	MNTN	
	MOUNTAIN	
	MOUNTIN	
	MTIN	
	MTN	
MOUNTAINS	MNTNS	**MTNS**
	MOUNTAINS	
NECK	NCK	**NCK**
	NECK	
ORCHARD	ORCH	**ORCH**
	ORCHARD	
	ORCHRD	
OVAL	OVAL	**OVAL**
	OVL	
OVERPASS	OVERPASS	**OPAS**
PARK	PARK	**PARK**
	PRK	
PARKS	PARKS	**PARK**
PARKWAY	PARKWAY	**PKWY**
	PARKWY	
	PKWAY	
	PKWY	
	PKY	
PARKWAYS	PARKWAYS	**PKWY**
	PKWYS	
PASS	PASS	**PASS**
PASSAGE	PASSAGE	**PSGE**
PATH	PATH	**PATH**
	PATHS	
PIKE	PIKE	**PIKE**
	PIKES	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
PINE	PINE	**PNE**
PINES	PINES	**PNES**
	PNES	
PLACE	PL	**PL**
PLAIN	PLAIN	**PLN**
	PLN	
PLAINS	PLAINS	**PLNS**
	PLNS	
PLAZA	PLAZA	**PLZ**
	PLZ	
	PLZA	
POINT	POINT	**PT**
	PT	
POINTS	POINTS	**PTS**
	PTS	
PORT	PORT	**PRT**
	PRT	
PORTS	PORTS	**PRTS**
	PRTS	
PRAIRIE	PR	**PR**
	PRAIRIE	
	PRR	
RADIAL	RAD	**RADL**
	RADIAL	
	RADIEL	
	RADL	
RAMP	RAMP	**RAMP**
RANCH	RANCH	**RNCH**
	RANCHES	
	RNCH	
	RNCHS	
RAPID	RAPID	**RPD**
	RPD	
RAPIDS	RAPIDS	**RPDS**
	RPDS	
REST	REST	**RST**
	RST	
RIDGE	RDG	**RDG**
	RDGE	
	RIDGE	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
RIDGES	RDGS	**RDGS**
	RIDGES	
RIVER	RIV	**RIV**
	RIVER	
	RVR	
	RIVR	
ROAD	RD	**RD**
	ROAD	
ROADS	ROADS	**RDS**
	RDS	
ROUTE	ROUTE	**RTE**
ROW	ROW	**ROW**
RUE	RUE	**RUE**
RUN	RUN	**RUN**
SHOAL	SHL	**SHL**
	SHOAL	
SHOALS	SHLS	**SHLS**
	SHOALS	
SHORE	SHOAR	**SHR**
	SHORE	
	SHR	
SHORES	SHOARS	**SHRS**
	SHORES	
	SHRS	
SKYWAY	SKYWAY	**SKWY**
SPRING	SPG	**SPG**
	SPNG	
	SPRING	
	SPRNG	
SPRINGS	SPGS	**SPGS**
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	**SPUR**
SPURS	SPURS	**SPUR**
SQUARE	SQ	**SQ**
	SQR	
	SQRE	
	SQU	
	SQUARE	
SQUARES	SQRS	**SQS**
	SQUARES	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
STATION	STA	**STA**
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	**STRA**
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
	STRVNUE	
STREAM	STREAM	**STRM**
	STREME	
	STRM	
STREET	STREET	**ST**
	STRT	
	ST	
	STR	
STREETS	STREETS	**STS**
SUMMIT	SMT	**SMT**
	SUMIT	
	SUMITT	
	SUMMIT	
TERRACE	TER	**TER**
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	**TRWY**
TRACE	TRACE	**TRCE**
	TRACES	
	TRCE	
TRACK	TRACK	**TRAK**
	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	**TRFY**
TRAIL	TRAIL	**TRL**
	TRAILS	
	TRL	
	TRLS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
TRAILER	TRAILER	**TRLR**
	TRLR	
	TRLRS	
TUNNEL	TUNEL	**TUNL**
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	
TURNPIKE	TRNPK	**TPKE**
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	**UPAS**
UNION	UN	**UN**
	UNION	
UNIONS	UNIONS	**UNS**
VALLEY	VALLEY	**VLY**
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	**VLYS**
	VLYS	
VIADUCT	VDCT	**VIA**
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	**VW**
	VW	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
VIEWS	VIEWS	**VWS**
	VWS	
VILLAGE	VILL	**VLG**
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
	VLG	
VILLAGES	VILLAGES	**VLGS**
	VLGS	
VILLE	VILLE	**VL**
	VL	
VISTA	VIS	**VIS**
	VIST	
	VISTA	
	VST	
	VSTA	
WALK	WALK	**WALK**
WALKS	WALKS	**WALK**
WALL	WALL	**WALL**
WAY	WY	**WAY**
	WAY	
WAYS	WAYS	**WAYS**
WELL	WELL	**WL**
WELLS	WELLS	**WLS**
	WLS	

C2 Secondary Unit Designators

Description	Approved Abbreviation
Apartment	**APT**
Basement	**BSMT****
Blank, unable to determine*	
Building	**BLDG**
Department	**DEPT**
Floor	**FL**
Front	**FRNT****
Hanger	**HNGR**
Key	**KEY**
Lobby	**LBBY****
Lot	**LOT**
Lower	**LOWR****
Office	**OFC****
Penthouse	**PH****
Pier	**PIER**
Rear	**REAR****
Room	**RM**
Side	**SIDE****
Slip	**SLIP**
Space	**SPC**
Stop	**STOP**
Suite	**STE**
Trailer	**TRLR**
Unit	**UNIT**
Upper	**UPPR****

* *Requires the pound sign (#) to be used on the mailpiece.*
** *Does not require a Secondary RANGE to follow.*

Appendix D

Unusual Addressing Situations

There are a number of addressing situations that can create matching and standardization difficulties. The standards contained in this document do not account for every type of addressing situation that may occur; however, these standards are comprehensive and reflect a majority of address styles.

There are some addressing situations of which a mailer should be aware. These include:

D1 Hyphenated Address Ranges

These are prevalent in New York City (for example, *112-10 BRONX RD*), Hawaii, and areas in southern California. The hyphen in the primary range should not be removed if matched to the ZIP+4 File.

D2 Grid Style Addresses

These contain significant punctuation, such as periods (for example, *39.2 RD, 39.4 RD*). There are also grid style addresses in Salt Lake City that include double directionals (for example, in *842 E 1700 S:* E is a predirectional, S is a postdirectional, and 1700 is located in the primary name field).

D3 Alphanumeric Combinations of Address Ranges

For example, *N6W23001 BLUEMOUND RD,* as found in Wisconsin and Northern Illinois.

D4 Fractional Addresses

These are represented as three or four character positions (for example, *123 1/2 MAIN ST). 123 1/2* takes seven character positions in the range field.

D5 Spanish and Other Foreign Words

These are found in Puerto Rico, for example, and are difficult to match. For the purpose of providing as much assistance as possible to standardize Puerto Rico addresses, a complete description of the file format for matching these addresses begins in section 293. Additional information on Spanish words used in primary street names may be found in Appendix H.

For the other address styles mentioned, mailers should be aware that the ZIP+4 File contains these addressing conventions. In most cases, however, unnecessary punctuation and special characters have been removed and are not recommended on a mailpiece.

Alphanumeric address ranges create a challenge for accurate matching. Appendix E provides guidelines for locating and matching alphanumeric ranges (both primary and secondary).

Appendix E

Address Standardization — Alphanumeric/Fractional Coding

E1 Format

E11 Determining Address Ranges

Alphanumeric ranges present a challenge to the address matching process, whether it is being done on the MLOCR, by a vendor's software, or manually. The difficulty in alphanumeric matching is in trying to determine what addresses fall in the range. The following coding rules are being provided to eliminate the inconsistency in the way some of our alphanumeric ranges are coded. The rules that follow apply to both the primary and secondary ranges in street records, rural route box numbers, and highway contract box numbers.

These rules have been developed through meetings, both internal and with some of the major address matching software vendors. We can more accurately match alphanumerics against the ZIP+4 File if they are coded consistently with these rules.

E12 Alphanumeric Ranges

E12.1 Format

In whole numeric ranges all single alphanumeric combinations make a match as long as the input record is higher than the numeric low and lower than the numeric high and the ZIP+4 add-on code is the same.

Example:

100–198(e) MAIN ST	12345-1234
98A	invalid (outside of range)
198A	invalid (outside of range)
102B	valid
158A	valid
158AA	invalid (multiple alphas must be coded)

If *104A MAIN ST* has a separate add-on code, it must be coded and the range 100–198 must be broken (as 100–104 and 106–198).

The low range and the high range must contain the same format of the alphanumeric combination. Numeric numbers do not make a match to alphanumeric ranges.

10A–20A	valid
115C–115F	valid
AB90–AB120	valid
15AB–15AC	valid
12–12	invalid (numerics are not included in alphanumeric ranges)
10–20A	invalid (numeric to alphanumeric)
10A–20	invalid (alphanumeric to numeric)
A–AB	invalid (single to double alpha)

It is acceptable to go from a one-digit numeric to a two-digit numeric (or two-digit numeric to a three-digit numeric, etc.) in a single alphanumeric range record, but it is invalid to go from a single alpha to a double alpha (or double alpha to a triple alpha, etc.).

90A	101A	valid
AB1	AB10	valid
A101	AB101	invalid (single to double alpha)

E12.2 Middle Range

The middle of a range contains all of the logical alphanumeric combinations as determined by the value of the low and high ranges and the odd/even indicator.

2A–10A cannot contain 1A, 4B, or 10B, but does contain 3A, 6A, and 7A. BC15–BF15 cannot contain BA15, BM15, or BC16, but does contain BD15.

Note: A pure numeric range (1–99) contains all possible combinations with a single trailing alpha (e.g., 1A, 3X, 25Z, 43A).

E12.3 Alpha and Numeric Range Format

When rule one is followed, either the numeric value can be ranged or the alpha value can be ranged but not both; **numerics are not included in alphanumeric ranges.**

1A–4A	valid (contains 2A, 3A, but not 2B, 1, 2, 3, or 4)
1A–1F	valid (contains 1B, 1E, but not 1G)
B3–N3	valid (contains D3, L3, but not A3)

C4–C16	valid (contains C5, C10, but not D5, 10, or C17)
1A–4F	invalid (contains both values ranged)

E12.4 Multiple Alphas in a Single Field

In a range with multiple alphas in a single field, only the last position of the alpha is ranged.

10AB–10AD	valid
101AAA–101AAE	valid
BC100–BF100	valid
101AAA–101ABA	invalid (middle alpha changed)
AB100–AD199	invalid (complex alpha and numeric ranged)

If a range consists of multiple alphas (with or without numerics), and a position other than the last alpha seems to change (as in the invalid example above), multiple records are coded for that range, as in the following:

A centralized delivery receptacle containing these alphas:

: AAA	: ABA	: ACA	: ADA :
: AAB	: ABB	: ACB	: ADB :
: AAC	: ABC	: ACC	: ADC :
: AAD	: ABD	: ACD	: ADD :

The ZIP+4 File will be reflected as shown below for a single ZIP+4 add-on code:

AAA	AAD	valid (first record)
ABA	ABD	valid (second record)
ACA	ACD	valid (third record)
ADA	ADD	valid (fourth record)
AAA	ADD	invalid (middle alpha cannot change)

The following example describes a condition that you may encounter. In this apartment complex there are three arrow locks, one for building A, one for building B, and one for building C.

A1A	A2A	A3A	A1B	A2B	A3B	1st arrow lock
B1A	B2A	B3A	B1B	B2B	B3B	2nd arrow lock
C1A	C2A	C3A	C1B	C2B	C3B	3rd arrow lock

Because the last two characters change in each address, apply the preceding rules to range only the last alpha position as shown below. The ZIP+4 File shows multiple records for each building. Each arrow lock has its own ZIP+4 add-on code.

A1A	A1B	add-on for 1st arrow lock
A2A	A2B	add-on for 1st arrow lock
A3A	A3B	add-on for 1st arrow lock
B1A	B1B	add-on for 2nd arrow lock
B2A	B2B	add-on for 2nd arrow lock
B3A	B3B	add-on for 2nd arrow lock
C1A	C1B	add-on for 3rd arrow lock
C2A	C2B	add-on for 3rd arrow lock
C3A	C3B	add-on for 3rd arrow lock

E12.5 Grid Addresses

The following describes how to code two styles of grid addresses:

N18W22604 or 6W220

In both of these examples, only the right-most numeric portion should be ranged.

N18W22604	N18W22698	valid
6W220	6W298	valid
N23W2400	N26W2598	invalid (ranging both numerics)
4N3000	7N3098	invalid (ranging both numerics)

E12.6 Odd/Even/Both Indicator

The following describes the way to set the odd/even/both (O/E/B) indicator in alphanumeric ranges. After following the preceding rules, the proper setting of the O/E/B indicator is important. The O/E/B indicator must be set as *BOTH* in every instance where the alpha is the ranged element. Even and odd indicators may be set only if the numeric portion of the alphanumeric range is the single element ranged. Obviously, any range containing both even and odd numeric elements must be coded as *BOTH*.

10A–20A	acceptable (numeric range, BOTH or EVEN)
115C–115F	(alpha range, must be BOTH)
AB1–AB10	(numeric range, 1–10, must be BOTH)
AB2–AB10	acceptable (numeric range, BOTH or EVEN)
A1A–A1B	(alpha range, must be BOTH)
6W220–6W298	acceptable (numeric range, BOTH or EVEN)

E13 Fractional Addresses

All possible fractions are contained within the limits of numeric ranges. Individual fractional addresses should not be coded unless they fall outside of the numeric range or have a different ZIP+4 code. If the range is 1–99(O), 13 1/2, 49 1/3, 57 3/4, and 75 1/16 fall within the limits of the range. 99 1/2 does not, nor does 1/2 or any other purely fractional address.

If a fractional address is the beginning or ending number on the blockface, the ZIP+4 File will show a numeric range record and one or more fractional address records that share the same ZIP+4 code. The address should be ranged to itself (99 1/2–99 1/2 B). If your fractional address needs to carry a different ZIP+4 code, it must be pulled out of the numeric range as a separate record.

Example:

101–199(O) MAIN ST	1245-1235
101 1/2	valid
199 1/2	invalid (outside of range)
1/2	Invalid (outside of range)

Appendix F

Address Standardization — County, State, Local Highways

The following are examples of county, state, and local highway primary names and the recommended standardized format. These are not the only possible examples.

Examples in Use	Standard
COUNTY HIGHWAY 140	**COUNTY HIGHWAY 140**
COUNTY HWY 60E	**COUNTY HIGHWAY 60E**
CNTY HWY 20	**COUNTY HIGHWAY 20**
COUNTY RD 441	**COUNTY ROAD 441**
COUNTY ROAD 110	**COUNTY ROAD 110**
CR 1185	**COUNTY ROAD 1185**
CNTY RD 33	**COUNTY ROAD 33**
CA COUNTY RD 150	**CA COUNTY ROAD 150**
CALIFORNIA COUNTY ROAD 555 (excessive characters)	**CA COUNTY ROAD 555**
EXPRESSWAY 55	**EXPRESSWAY 55**
FARM to MARKET 1200	**FM 1200**
FM 187	**FM 187**
HWY FM 1320	**FM 1320**
HIGHWAY 101	**HIGHWAY 101**
HIWAY 1080A	**HIGHWAY 1080A**
HWY 64	**HIGHWAY 64**
HWY 11 BYPASS	**HIGHWAY 11 BYP**
HWY 66 FRONTAGE ROAD	**HIGHWAY 66 FRONTAGE RD**
HIGHWAY 3 BYP ROAD	**HIGHWAY 3 BYPASS RD**

Examples in Use	Standard
I10	**INTERSTATE 10**
INTERSTATE 40	**INTERSTATE 40**
IH280	**INTERSTATE 280**
INTERSTATE HWY 680	**INTERSTATE 680**
I 55 BYPASS	**INTERSTATE 55 BYP**
I 26 BYP ROAD	**INTERSTATE 26 BYPASS RD**
I 44 FRONTAGE ROAD	**INTERSTATE 44 FRONTAGE RD**
LOOP 410	**LOOP 410**
RD 5A	**ROAD 5A**
ROAD 22	**ROAD 22**
RT 88	**ROUTE 88**
RTE 95	**ROUTE 95**
ROUTE 1150EE	**ROUTE 1150EE**
RANCH RD 620	**RANCH ROAD 620**
ST HIGHWAY 303	**STATE HIGHWAY 303**
STATE HWY 60	**STATE HIGHWAY 60**
SR 220	**STATE ROAD 220**
ST RD 86	**STATE ROAD 86**
STATE ROAD 55	**STATE ROAD 55**
SR MM	**STATE ROUTE MM**
ST RT 175	**STATE ROUTE 175**
STATE RTE 260	**STATE ROUTE 260**

Examples in Use	Standard
TOWNSHIP RD 20	**TOWNSHIP ROAD 20**
TSR 45	**TOWNSHIP ROAD 45**
US 41 SW	**US HIGHWAY 41 SW**
US HWY 44	**US HIGHWAY 44**
US HIGHWAY 70	**US HIGHWAY 70**
KENTUCKY 440	**KY HIGHWAY 440**
KENTUCKY HIGHWAY 189	**KY HIGHWAY 189**
KY 1207	**KY HIGHWAY 1207**
KY HWY 75	**KY HIGHWAY 75**

Examples in Use	Standard
KY ST HWY 1	**KY STATE HIGHWAY 1**
KY STATE HIGHWAY 24	**KY STATE HIGHWAY 24**
KENTUCKY STATE HIGHWAY 625 (excessive characters)	**KY STATE HIGHWAY 625**

Note: When the name of a state is used as a portion of the Primary Street Name, the standard two-letter abbreviation is recommended as depicted in the previous examples. However, when the state name is the complete Primary Street Name, such as OKLAHOMA AVE, then the state name should be spelled out completely.

Appendix G

Business Word Abbreviations

Common Presentation	Postal Service Standard
ABACUS	**ABCS**
ABCS	
ABOVE	**ABV**
ABV	
ABRASIVE	**ABR**
ABR	
ABRSV	
ABROAD	**ABRD**
ABRD	
ABSOLUTE	**ABSLT**
ABSLT	
ABSTRACT	**ABSTRCT**
ABSTRCT	
ACADEMIC	**ACDMC**
ACDMC	
ACADEMY	**ACDMY**
ACAD	
ACADEM	
ACDMY	
ACCESS	**ACCSS**
ACCSS	
ACCESSORY	**ACC**
ACC	
ACCIDENT	**ACDNT**
ACC	
ACDNT	
ACCOMPLISHMENT	**ACCMPLSMNT**
ACCMPLSSMNT	
ACCOUNT	**ACCT**
AC	
ACC	
ACCNT	
ACCONT	
ACCT	
ACCUNT	
ACNT	

Common Presentation	Postal Service Standard
ACCOUNTANCY	**ACCTNCY**
ACC	
ACCOUNTANC	
ACCOUNTY	
ACCTNCY	
ACCOUNTANT	**ACCNT**
AC	
ACC	
ACCNT	
ACCT	
ACCTANT	
ACCTNT	
ACT	
ACCOUNTING	**ACCTG**
ACCTG	
ACCTNG	
ACTG	
ACCREDITED	**ACCRDTD**
ACCRDTD	
ACCREDITATION	**ACCRDTN**
ACCRDTN	
ACCURACY	**ACCRCY**
ACCRCY	
ACCURATE	**ACCRT**
ACCRT	
ACHIEVEMENT	**ACHVMNT**
ACHVMNT	
ACOUSTIC	**ACSTC**
ACSTC	
ACQUISITION	**ACQSTN**
ACQSTN	
ACQUIS	
ACROSS	**ACR**
ACR	
ACTING	**ACTNG**
ACTNG	

Common Presentation	Postal Service Standard
ACTION	**ACTN**
ACTN	
ACTIVITY	**ACTVTY**
ACTVT	
ACTVTY	
ACTOR	**ACTR**
ACTR	
ACTUARY	**ACTRY**
ACTRY	
ACTUARIAL	**ACTRL**
ACTRL	
ACTURIAL	
ACUPUNCTURE	**ACPNCTR**
ACPNCTR	
ADDITION	**ADDTN**
ADDTN	
ADDRESS	**ADDR**
ADDR	
ADHESIVE	**ADHSV**
ADHSV	
ADJUSTER	**ADJTER**
ADJ	
ADJT	
ADJTER	
ADJUSTMENT	**ADJMT**
ADJMT	
ADJUSTOR	**ADJTOR**
ADJ	
ADJT	
ADJTOR	
ADJUTANT	**ADJT**
ADJ	
ADJT	

Common Presentation	Postal Service Standard
ADMINISTRATION	**ADMN**
AD	
ADM	
ADMIN	
ADMINIST	
ADMINISTRATI	
ADMINISTRATN	
ADMN	
ADMSTRN	
ADMINISTRATIVE	**ADMNSTRV**
AD	
ADMIN	
ADMINI	
ADMINISTRATV	
ADMSTR	
ADMINISTRATOR	**ADMNSTR**
ADMIN	
ADMINISTR	
ADMINISTRA	
ADMINISTER	
ADMINSTR	
ADMR	
ADMSTR	
ADMIRAL	**ADM**
ADM	
ADOPTION	**ADPTN**
ADPTN	
ADROIT	**ADRT**
ADRT	
ADULT	**ADLT**
ADLT	
ADVANCE	**ADVNC**
ADVNC	
ADVANCED	**ADVNCD**
ADV	
ADVNCD	
ADVANCEMENT	**ADVMNT**
ADVMNT	
ADVENTURE	**ADVNTR**
ADVNTR	
ADVERTISE	**ADVT**
ADVT	
ADVERTISEMENT	**AD**
AD	
ADV	

Common Presentation	Postal Service Standard
ADVERTISING	**ADVTSNG**
AD	
ADV	
ADVERT	
ADVERTISIN	
ADVERTISNG	
ADVG	
ADVR	
ADVTG	
ADVTNG	
ADVTSNG	
ADVISER	**ADVSR**
ADV	
ADVSER	
ADVSR	
ADVISOR	
ADVSOR	
ADVISORY	**ADVRY**
ADV	
AERIAL	**ARL**
ARL	
AERONAUTICAL	**ARNTCL**
ARNTCL	
AEROSPACE	**ARSPC**
ARSPC	
AS	
AEROSTAT	**ARSTT**
ARSTT	
AESTHETIC	**ASTHTC**
ASTHTC	
AFFAIR	**AFFR**
AFFR	
AFFILIATE	**AFFLT**
AFFLT	
AFFILIATED	**AFFLTD**
AFFLTD	
AFRICAN	**AFRCN**
AFRCN	
AGENCY	**AGCY**
AGCY	
AGE	
AGENC	
AGNCY	
AGENT	**AGNT**
AGEN	
AGNT	
AGT	
AGGREGATE	**AGGRGT**
AGGRGT	

Common Presentation	Postal Service Standard
AGING	**AGNG**
AGNG	
AGRICULTURAL	**AGRCLTL**
AG	
AGRCLTRL	
AGRICULTURE	**AGRCLT**
AG	
AGRCLT	
AIDED	**AID**
AID	
AIR CONDITIONING	**AC**
AC	
AIRCONDITIONING	
ARCNDTNG	
AIRCRAFT	**ARCRFT**
AIRCRFT	
ARCRFT	
AIRLINE	**ARLN**
ARLN	
AIRMAN	**ARMN**
AMN	
ARMN	
AIRPORT	**ARPRT**
AIRP	
AIRPT	
ARPRT	
ARPT	
AIRWAY	**ARWY**
ARWY	
ALARM	**ALRM**
ALRM	
ALCOHOLIC	**ALCHLC**
ALCHLC	
ALCOHOLISM	**ALCHLSM**
ALCHLSM	
ALDERMAN	**ALDM**
ALDM	
ALIGNER	**ALGNR**
ALGNR	
ALIGNING	**ALGNNG**
ALGNNG	
ALIGNMENT	**ALIGN**
ALGNMNT	
ALGNMT	
ALIG	
ALIGN	
ALIGNMNT	
ALIGNMT	
ALIMENT	

Common Presentation	Postal Service Standard
ALLERGIST	**ALLRGST**
ALLRGST	
ALLERGY	**ALLRGY**
ALLRGY	
ALLIANCE	**ALLNCE**
ALLIE	
ALLNCE	
ALLIED	**ALLD**
ALLD	
ALLIE	
ALLOCATE	**ALLCT**
ALLCT	
ALLOCATION	**ALLCTN**
ALLCTN	
ALLOY	**ALLY**
ALLY	
ALPHA	**ALPH**
ALPH	
ALTER	**ALTR**
ALTR	
ALTERATION	**ALTRN**
ALTER	
ALTERNATIVE	**ALTRNTV**
ALTRNTV	
ALTERNATOR	**ALTRNTR**
ALTRNTR	
ALTITUDE	**ALTTD**
ALTTD	
ALUMINUM	**ALUMN**
AL	
ALUM	
AMATEUR	**AMTR**
AMTR	
AMBASSADOR	**AMB**
AMB	
AMBIANCE	**AMBNC**
AMBNC	
AMBULANCE	**AMBL**
AMB	
AMBL	
AMELIORATION	**AMLRTN**
AMLRTN	
AMERICA	**AMER**
AMER	
AMERICAN	**AMERCN**
AMER	
AMERCN	
AMMONIA	**AMMN**
AMMN	

Common Presentation	Postal Service Standard
AMMUNITION	**AMMUN**
AMMUN	
AMOUNT	**AMNT**
AMNT	
AMPHIBIOUS	**AMPHBS**
AMPHBS	
AMUSEMENT	**AMUSE**
AMUS	
AMUSE	
ANALOG	**ANLG**
ANLG	
ANALYSIS	**ANLYS**
ANLYS	
ANALYST	**ANLYST**
ANAL	
ANALYS	
ANALY	
ANALYS	
ANL	
ANLST	
ANLYS	
ANLYST	
ANALYTIC	**ANLYTC**
ANLYTC	
ANALYTICAL	**ANLYTCL**
ANLYTCL	
ANCHOR	**ANCHR**
ANCHR	
ANCIENT	**ANCNT**
ANCNT	
AND	**&**
&	
&&	
ANESTHESIA	**ANSTHS**
ANSTHS	
ANESTHESIOLOGY	**ANSTHSLGY**
ANSTHSLGY	
ANGLE	**ANGL**
ANGL	
ANGLER	**ANGLR**
ANGLR	
ANGLICAN	**ANGLCN**
ANGLCN	
ANIMAL	**ANML**
ANML	
ANIMATED	**ANMTD**
ANMTD	
ANNEX	**ANX**
ANNX	

Common Presentation	Postal Service Standard
ANONYMOUS	**ANON**
ANNYMS	
ANNUAL	**ANNL**
ANNL	
ANODIZING	**ANDZNG**
ANDZNG	
ANSWERING	**ANSWRNG**
ANS	
ANSWRNG	
ANTIQUE	**ANTQ**
ANTQ	
APARTMENT	**APT**
APART	
APT	
APOSTOLATE	**APSTLT**
APSTLT	
APOSTOLIC	**APSTLC**
APSTLC	
APPARATUS	**APPRTS**
APPRTS	
APPAREL	**APPRL**
AP	
APPRL	
APPLE	**APPLE**
APPLIANCE	**APPLNC**
APPL	
APPLIANC	
APPLNC	
APPLICATION	**APPLCTN**
APPLCTN	
APPLICATOR	**APPLCTR**
APPLCTR	
APPLIED	**APPLD**
APPLD	
APPLIQUE	**APPLQ**
APPLQ	
APPOINTED	**APPNTD**
APPNTD	
APPRAISAL	**APPRSL**
APPRSL	
APRSL	
APPRAISER	**APPRSER**
APPRSER	
APPRSR	
APPRAISOR	**APPRSOR**
APPRSOR	
APPRSR	
APPRENTICE	**APPRNTC**
APPRNTC	

Common Presentation	Postal Service Standard
APPROACHER	**APPRCHR**
APPRCHR	
ARABIAN	**ARBN**
ARBN	
ARCADE	**ARC**
ARC	
ARCD	
ARCHBISHOP	**ABP**
AB	
ABP	
ARCHS	
ARCHERY	**ARCHRY**
ARCHRY	
ARCHITECT	**ARCHT**
ARCHT	
ARCHTCT	
ARCHITECTURAL	**ARCHL**
ARCH	
ARCHL	
ARCHITECTURE	**ARCH**
ARCH	
ARCHIVE	**ARCHV**
ARCHV	
ARENA	**ARN**
ARN	
ARISTOCRAT	**ARSTCRT**
ARISTOCAT	
ARSTCRT	
ARMADILLO	**ARMDLL**
ARMDLL	
ARMATURE	**ARMTR**
ARMTR	
ARMED	**ARMD**
ARMD	
ARMORED	**ARMRD**
ARMRD	
ARMORY	**ARMRY**
ARMRY	
ARROW	**ARW**
ARW	
ARSENAL	**ARSNL**
ARSNL	
ARTERY	**ARTRY**
ARTRY	
ARTIFICIAL	**ARTFL**
ARTFL	
ARTIFCAL	
ARTISAN	**ARTSN**
ARTSN	

Common Presentation	Postal Service Standard
ARTIST	**ART**
ART	
ARTISTIC	**ARTSTC**
ARTSTC	
ARTISTRY	**ARTSTRY**
ARTSTRY	
ASBESTOS	**ASB**
ASB	
ASPHALT	**ASPHLT**
ASP	
ASPHLT	
ASSEMBLE	**ASSMBL**
ASSEMBLER	**ASSMBLR**
ASSMBLR	
ASSEMBLY	**ASMBLY**
ASMBLY	
ASSEM	
ASSET	**ASST**
ASST	
ASSIGNEE	**ASSGN**
ASSGN	
ASSISTANCE	**ASSTNCE**
ASSTNCE	
ASSISTANT	**ASSIST**
ASSIST	
ASST	
AST	
ASSOCIATE	**ASSOC**
ASO	
ASOC	
ASS	
ASSC	
ASSCE	
ASSO	
ASSOC	
ASSOCATE	
ASSOCI	
ASSOCIA	
ASSOCIAT	
ASST	
ASSOCIATED	**ASSOCD**
ASOC	
ASSCD	
ASSOC	
ASSOCATED	
ASSOCD	
ASSOD	

Common Presentation	Postal Service Standard
ASSOCIATION	**ASSN**
ASSCO	
ASSN	
ASSOC	
ASSUMPTION	**ASSMPTN**
ASSMPTN	
ASSURANCE	**ASSURNC**
ASRN	
ASSRNC	
ASSUR	
ASSURNC	
ASSURE	**ASSUR**
ASSR	
ASSUR	
ASTRONAUTIC	**ASTRNTC**
ASTRNTC	
ATHLETIC	**ATHL**
ATHC	
ATHL	
ATLANTIC	**ATL**
ATL	
ATLNTC	
ATLAS	**ATLS**
ATLS	
ATOMIC	**ATMC**
ATMC	
ATTACHE	**ATT**
ATT	
ATTENDANT	**ATTNDNT**
ATTNDNT	
ATTENTION	**ATTN**
ATN	
ATT	
ATTN	
ATTNTN	
ATTIC	**ATTC**
ATTC	
ATTITUDE	**ATTTD**
ATTTD	
ATTORNEY	**ATTY**
AT	
ATRNY	
ATT	
ATTNY	
ATTY	
ATY	
AUCTION	**AUCT**
AUCT	
AUCTN	

Common Presentation	Postal Service Standard
AUCTIONEER	**AUCTNR**
AUCTNR	
AUCTIONEERING	**ACTNRG**
ACTNRG	
AUDIO	**AUD**
AUD	
AUDIOLOGIST	**AUDLGST**
AUD	
AUDLGST	
AUDIOLOGY	**AUDLGY**
AUD	
AUDLGY	
AUDIOPROTHEISISTE	**AUDIOPR**
AUD	
AUDIOPR	
AUDIOPROTH	
AUDPROT	
AUDIT	**AUDT**
AUD	
AUDT	
AUDITING	**ADTNG**
ADTNG	
AUDITOR	**AUDTR**
ADTR	
AUD	
AUDTR	
AUDITORIUM	**ADTRM**
ADTRM	
AUTHORITY	**ATHRTY**
ATHRTY	
AUT	
AUTH	
AUTHORI	
AUTHY	
AUTOMATED	**AUTOM**
AUTOM	
AUTOMATIC	**AUTOMTC**
AUTMTC	
AUTO	
AUTOMTC	
AUTOMATION	**AUTOMTN**
ATMTN	
AUTO	
AUTOMTN	
AUTOMOBILE	**AUTO**
AUTO	

Common Presentation	Postal Service Standard
AUTOMOTIVE	**AUTOMTV**
AUT	
AUTO	
AUTOMTV	
AUXILIARY	**AUX**
AUX	
AUXIL	
AUXILARY	
AUXILRY	
AVAILABILITY	**AVLBLTY**
AVLBLTY	
AVENUE	**AVE**
AV	
AVE	
AVIATION	**AVN**
AVI	
AVN	
AVIONIC	**AVNC**
AVNC	
AWARD	**AWRD**
AWRD	
AWNING	**AWN**
AWN	
AWNG	
BACHELOR	**BCHLR**
BCHLR	
BACKHOE	**BCKHOE**
BCKHOE	
BAGATELLE	**BGTTL**
BGTTL	
BAILING	**BLG**
BLG	
BAKED	**BKD**
BKD	
BAKER	**BKR**
BKR	
BAKERY	**BKRY**
BKRY	
BKY	
BAKING	**BKG**
BKG	
BALANCE	**BAL**
BAL	
BALANCING	**BALNCNG**
BALNCNG	
BALLER	**BLLR**
BLLR	
BALLOON	**BLN**
BLN	

Common Presentation	Postal Service Standard
BALLROOM	**BLLRM**
BLLRM	
BANK	**BK**
BK	
BANKER	**BNKR**
BKR	
BNKR	
BANKING	**BNKNG**
BNKG	
BNKNG	
BAPTIST	**BAPT**
BAPT	
BPTST	
BARBEQUE	**BBQ**
BAR B Q	
BAR BQ	
BARBQUE	
BBQ	
BARBER	**BARB**
BARB	
BARBR	
BARGAIN	**BRGN**
BRGN	
BARREL	**BRL**
BRL	
BARRISTER	**BRRSTR**
BRRSTR	
BASEBALL	**BSBLL**
BSBLL	
BASEMENT	**BSMNT**
BSMNT	
BASIC	**BSC**
BSC	
BASKET	**BSK**
BSK	
BASKETBALL	**BSKTBLL**
BSKTBLL	
BATTERY	**BATT**
BATT	
BTRY	
BAZAAR	**BZR**
BZR	
BEACH	**BCH**
BCH	
BEARING	**BRNG**
BRNG	
BEAUTICIAN	**BTCN**
BTCN	

Common Presentation	Postal Service Standard
BEAUTY	**BTY**
BTY	
BUTY	
BEAVER	**BVR**
BVR	
BEDDING	**BEDG**
BEDG	
BEGINNING	**BGNG**
BGNG	
BEHAVIORAL	**BHVRL**
BHVRL	
BENEFICE	**BNFC**
BNFC	
BENEFICIAL	**BNFCL**
BNFCL	
BENEFIT	**BNFT**
BNFT	
BENEVOLENT	**BNVLNT**
BNVLNT	
BERRY	**BRY**
BRY	
BETTER	**BETR**
BETR	
BTR	
BEVERAGE	**BEV**
BEV	
BIBLE	**BB**
BB	
BICYCLE	**BIKE**
BIKE	
BIJOU	**BIJ**
BIJ	
BIJOUTERIE	**BIJTR**
BIJTR	
BILLETING	**BLLTNG**
BLLTNG	
BILLIARD	**BILLD**
BILLD	
BILLING	**BLLNG**
BLLNG	
BINDER	**BDR**
BDR	
BINDERY	**BDRY**
BDRY	
BINDING	**BDNG**
BDNG	
BINGO	**BNG**
BNG	

Common Presentation	Postal Service Standard
BIOCHEMISTRY	**BIOCHEM**
BIOCHEM	
BIOLOGICAL	**BIOL**
BIO	
BIOL	
BIOLGCL	
BIOLOGIST	**BIOGST**
BIO	
BIOGST	
BIOL	
BIOLOGY	**BIO**
BIOL	
BIO	
BIOMEDICAL	**BIOMDCL**
BIOMDCL	
BIONOMIC	**BIONMC**
BIONMC	
BIOTECHNOLOGY	**BIOTECH**
BIOTECH	
BISCUIT	**BSCT**
BSCT	
BISHOP	**BP**
BP	
BISTRO	**BSTR**
BSTR	
BLACK	**BLCK**
BLCK	
BLK	
BLACKSMITH	**BSMITH**
BSMITH	
BLAZON	**BLZN**
BLZN	
BLEND	**BLEN**
BLEN	
BLESSED	**BLSSD**
BLSSD	
BLIND	**BLND**
BLND	
BLOCK	**BLK**
BLK	
BLUEPRINT	**BLPRNT**
BLPRNT	
BOARD	**BD**
BD	
BRD	
BOARDING	**BRDNG**
BRDNG	
BOMBER	**BMBR**
BMBR	

Common Presentation	Postal Service Standard
BOOKBINDER	**BKBNDR**
BKBNDR	
BOOKBINDING	**BKBNDNG**
BKBNDNG	
BOOKKEEPER	**BKPR**
BKKP	
BKKPR	
BKPR	
BOOKKEEPING	**BKPG**
BKKP	
BKKPG	
BKKPNG	
BKPG	
BOOKKPING	
BOOKSELLER	**BKSLLR**
BKSLLR	
BOOKSHELF	**BKSHLF**
BKSHLF	
BOOKSTORE	**BKSTR**
BKSTR	
BOOKSTOR	
BOROUGH	**BORO**
BORO	
BOTTLED	**BOTLD**
BOTLD	
BOTTLER	**BTTLR**
BTLR	
BTTLR	
BOTTLING	**BTLG**
BOTLNG	
BTG	
BTLG	
BTLNG	
BOTTOM	**BTM**
BOT	
BTM	
BOULEVARD	**BLVD**
BLVD	
BOUTIQUE	**BTQ**
BTQ	
BTQUE	
BOWLING	**BOWL**
BOWL	
BRAIN	**BRN**
BRN	
BRAKE	**BRK**
BRK	

Common Presentation	Postal Service Standard
BRANCH	**BR**
BR	
BRCH	
BRNCH	
BRASSERIE	**BRSSR**
BRSSR	
BREEDER	**BRDR**
BRDR	
BREWERY	**BRWRY**
BRWRY	
BREWING	**BRWNG**
BRWNG	
BRICK	**BRCK**
BRCK	
BRK	
BRIDAL	**BRDL**
BRDL	
BRIDGE	**BRG**
BDG	
BR	
BRDGE	
BRIEF	**BRF**
BRF	
BRIGADIER	**BRIG**
BRIG	
BRIQUETTE	**BRQTT**
BRQTT	
BRITISH	**BRTSH**
BRTSH	
BROADCAST	**BRDCST**
BRDCST	
BROADCASTER	**BRDCSTR**
BRDCST	
BRDCSTR	
BROADCASTING	**BRDCSTG**
BROCSTG	
BROADWAY	**BRDWY**
BRDWY	
BROKER	**BRKR**
BRK	
BRKR	
BROKERAGE	**BRKRGE**
BRKG	
BRKRGE	
BROTHER	**BRO**
BRO	
BROTHERHOOD	**BRTHD**
BRTHD	

Common Presentation	Postal Service Standard
BROWN	**BRWN**
BRN	
BRWN	
BUCCANEER	**BCCNR**
BCCNR	
BUCKET	**BCKT**
BCKT	
BUCKEYE	**BCKEYE**
BCKEYE	
BUDDY	**BDDY**
BDDY	
BUDGET	**BGT**
BDGT	
BGT	
BUDG	
BUG	
BUGT	
BUFFALO	**BUFF**
BUILDER	**BLDR**
BLDR	
BUILDING	**BLDG**
BLD	
BLDG	
BUILT	**BLT**
BLT	
BULLDOZING	**BLLDZG**
BLLDZG	
BULLET	**BLLT**
BLLT	
BULLETIN	**BLLTN**
BLLTN	
BUREAU	**BUR**
BUR	
BURGER	**BGR**
BGR	
BURNING	**BRNNG**
BRNNG	
BURSAR	**BRSR**
BRSR	
BUSINESS	**BUS**
BSNS	
BUS	
BUSINES	
BUSN	
BUTCHER	**BTCHR**
BUTLER	**BTLR**
BTLR	
BUTLR	

Common Presentation	Postal Service Standard
BUTTER	**BUTR**
BTR	
BUTR	
BUTTON	**BUTN**
BUTN	
BUYER	**BUYR**
BYR	
BYPASS	**BYP**
BYP	
CABARET	**CBRT**
CBRT	
CABIN	**CBN**
CBN	
CABINET	**CBNT**
CAB	
CBNT	
CABINETMAKER	**CABMKR**
CABMKR	
CABLE	**CABL**
CABL	
CBL	
CADET	**CDT**
CDT	
CADRE	**CDR**
CDR	
CAFETERIA	**CAFTRA**
CFTR	
CAFTRA	
CALIPER	**CLPR**
CLPR	
CALLIGRAPHER	**CLLGRPHR**
CLLGRPHR	
CALVARY	**CLVRY**
CALV	
CLVRY	
CAMERA	**CAM**
CAM	
CAMPAIGN	**CMPGN**
CMPGN	
CAMPER	**CMPR**
CMPR	
CAMPGROUND	**CMPGRND**
CMPGRND	
CAMPING	**CMPNG**
CMPNG	
CAMPSITE	**CMPST**
CMPST	

Common Presentation	Postal Service Standard
CAMPUS	**CMPS**
CMPS	
CMPUS	
CANADIAN	**CNDN**
CNDN	
CANAL	**CNL**
CNL	
CANDLELIGHT	**CNDLLGHT**
CNDLLGHT	
CANDY	**CNDY**
CNDY	
CANNERY	**CAN**
CAN	
CANNING	**CNNNG**
CNNNG	
CANTONMENT	**CNTNMNT**
CNTNMNT	
CANTOR	**CANTR**
CANTR	
CNTR	
CANVAS	**CANV**
CANV	
CANYON	**CYN**
CYN	
CAPITAL	**CPTAL**
CPTAL	
CPTL	
CAPITOL	**CPTOL**
CPTL	
CPTOL	
CAPTAIN	**CAPT**
CAPT	
CPT	
CARBONATED	**CARB**
CARB	
CARBURETOR	**CARBTR**
CARBTR	
CARDIAC	**CRDC**
CRDC	
CARDINAL	**CARD**
CARD	
CARDIOGRAPHIC	**CRDGRPHC**
CRDGRPHC	
CARDIOLOGY	**CRDLGY**
CRDLGY	
CARDIOVASCULAR	**CRDVSCLR**
CRDVSCLR	
CAREER	**CAR**
CAR	

Common Presentation	Postal Service Standard
CARGO	**CRG**
CRG	
CARIBBEAN	**CRBBN**
CRBBN	
CARLOADING	**CRLDNG**
CRLDNG	
CARPENTER	**CARPTR**
CARPTR	
CPTR	
CARPENTRY	**CRPNTRY**
CRPNTRY	
CARPET	**CPT**
CPT	
CRPT	
CARRIAGE	**CARR**
CARR	
CGE	
CASCADE	**CASC**
CASC	
CASHIER	**CAS**
CAS	
CASH	
CASKET	**CSKT**
CSKT	
CASSETTE	**CASSTT**
CASSTT	
CASTING	**CAST**
CAST	
CASTLE	**CASTL**
CSTL	
CASUAL	**CSL**
CSL	
CASUALTY	**CSLTY**
CAS	
CSLTY	
CATALOG	**CATLG**
CATLG	
CTLG	
CATALOGUE	**CTLG**
CTLG	
CATERER	**CATR**
CATR	
CATERING	**CTRG**
CATRG	
CTRG	
CATFISH	**CTFSH**
CTFSH	

Common Presentation	Postal Service Standard
CATHEDRAL	**CATHDRL**
CATH	
CATHDRL	
CATHOLIC	**CATH**
CATH	
CTHLC	
CATTLE	**CTTL**
CTTL	
CAUSEWAY	**CSWY**
CSWY	
CEDAR	**CEDR**
CDR	
CEDR	
CELEBRITY	**CLBRTY**
CLBRTY	
CELLULAR	**CELL**
CELL	
CEMENT	**CEM**
CEM	
CEMETERY	**CMTRY**
CENTENNIAL	**CENT**
CENT	
CENTENNAL	
CNTNNL	
CENTER	**CTR**
CEN	
CENT	
CENTR	
CNTR	
CTR	
CENTRAL	**CTRL**
CENTL	
CENTR	
CNTL	
CNTRL	
CTRL	
CENTRE	**CTR**
CTR	
CENTURY	**CEN**
CEN	
CERAMIC	**CRMC**
CRMC	
CRMIC	
CEREMONY	**CRMNY**
CRMNY	
CERTIFICATION	**CTRFCTN**
CTRFCTN	

Common Presentation	Postal Service Standard
CERTIFIED	**CERT**
CERTD	
CERTIF	
CERTIFIE	
CHAIN	**CHN**
CH	
CHN	
CHAIR	**CHR**
CHR	
CHAIRED	**CHRD**
CHRD	
CHAIRMAN	**CHRMN**
CH	
CHAIR	
CHARMN	
CHM	
CHMN	
CHRM	
CHRMN	
CHAIRPERSON	**CHRPRSN**
CHRPRSN	
CHAIRWOMAN	**CHRWMN**
CHRWMN	
CHAMBER	**CHMBR**
CHAMB	
CHMBR	
CHAMPION	**CHAMP**
CHAMP	
CHANCELLOR	**CHANCLLR**
CH	
CHAN	
CHANCLLR	
CHANCELOR	**CHANCLR**
CH	
CHAN	
CHANCLR	
CHANDLER	**CHANL**
CHANL	
CHANGE	**CHNG**
CHNG	
CHANNEL	**CHNNL**
CHNNL	
CHAPEL	**CPL**
CPL	
CHAPLAIN	**CHAP**
CHAP	
CHAPTER	**CHPTR**
CHPTR	

Common Presentation	Postal Service Standard
CHARACTER	**CHAR**
CHAR	
CHARCOAL	**CHRCL**
CHRCL	
CHARGE	**CHRG**
CHARITABLE	**CHRTBL**
CHRTBL	
CHARTER	**CHRTR**
CHAR	
CHRTR	
CHARTERED	**CHRTRD**
CHRTRD	
CHAUFFEUR	**CHFFR**
CHFFR	
CHAUSSURE	**CHSSR**
CHSSR	
CHECK	**CHK**
CHK	
CHEESE	**CHES**
CHES	
CHS	
CHEMICAL	**CHEML**
CHEM	
CHEML	
CHEMIST	**CHEM**
CHEM	
CHMST	
CHERRY	**CHRY**
CHRY	
CHESS	**CHSS**
CHSS	
CHESTNUT	**CHSTNT**
CHSTNT	
CHEVROLET	**CHEVY**
CHEVY	
CHICKEN	**CHICK**
CHC	
CHCKN	
CHICK	
CHKN	
CHIEF	**CHF**
CHF	
CHILDREN	**CHLD**
CHLDRN	
CHLD	
CHILDRENS	**CHLDS**
CHILD	

Common Presentation	Postal Service Standard
CHIMNEY	**CHMNY**
CHIM	
CHMNY	
CHINESE	**CHIN**
CHIN	
CHIROPRACTIC	**CHIROPRCTC**
CHIRO	
CHIROPRAC	
CHIROPRCTC	
CHIROPRACTOR	**CHIRO**
CHIRO	
CHOCOLATE	**CHOC**
CHOC	
CHOICE	**CHCE**
CHCE	
CHOSE	**CHS**
CHS	
CHRIST	**CHRST**
CHR	
CHRST	
CHRISTIAN	**CHRSTN**
CHR	
CHRIST	
CHRISTN	
CHRSTN	
CHRONICLE	**CHRNCL**
CHRNCL	
CHRYSLER	**CHRYSLR**
CHRY	
CHRYSLR	
CHURCH	**CHURCH**
CHR	
CHUR	
CHURC	
CIGAR	**CG**
CG	
CIGARETTE	**CIG**
CIG	
CINEMA	**CINE**
CINE	
CIRCLE	**CIR**
CIR	
CRCL	
CIRCUIT	**CRCT**
CRCT	
CIRCULAR	**CRCLR**
CRCLR	
CIRCUS	**CRCS**
CRCS	

Common Presentation	Postal Service Standard
CIRQUE CRQ	**CRQ**
CITIZEN CITZN CTZN	**CITZN**
CITRUS CTRS	**CTRS**
CIVIC CVC	**CVC**
CIVIL CVL	**CVL**
CLAIM CLM	**CLM**
CLASS CLAS	**CLAS**
CLASSIC CLSC	**CLSC**
CLASSIFICATION CLASS CLSFCTN	**CLASS**
CLEAN CLN	**CLN**
CLEANER CLNR CLR	**CLNR**
CLEANING CLEANG CLG CLNG	**CLNG**
CLEANSER CLNSR	**CLNSR**
CLEARING CLRNG	**CLRNG**
CLERGY CL CLER	**CLER**
CLERK CK CL CLK CLRK	**CLRK**
CLIFF CLF	**CLFS**
CLIMATE CLIMAT	**CLIMAT**

Common Presentation	Postal Service Standard
CLINIC CL CLIN CLINI CLNC	**CLNC**
CLINICAL CLINIC CLINICA	**CLINIC**
CLIPPER CLPPR	**CLPPR**
CLOCK CLCK CLK	**CLCK**
CLOSET CLOS	**CLOS**
CLOTHES CLOS CLTHS	**CLTHS**
CLOTHIER CLTHR	**CLTHR**
CLOTHING CL CLTHNG	**CLTHNG**
CLUBHOUSE CLBHS	**CLBHS**
CLUTCH CLTCH	**CLTCH**
COACH CCH	**CH**
COAST CST	**CST**
COASTAL CSTL	**CSTL**
COATED CTD	**CTD**
COATING CTNG	**CTNG**
COCKPIT CCKPT	**CCKPT**
COCOA CCO	**CCO**
COFFEE COF	**COF**
COIFFEUR CFFR	**CFFR**
COIFFEUSE CFFS	**CFFS**
COIFFURE COIFF	**COIFF**

Common Presentation	Postal Service Standard
COLLABORATIVE CLLBRTV COLL	**CLLBRTV**
COLLATERAL CLLTRL	**CLLTRL**
COLLECTABLE CLLCTABL CLLCTBL	**CLLCTABL**
COLLECTIBLE CLLCTBL CLLCTIBL	**CLLCTIBL**
COLLECTION CLCTN COLLECT COLLECTN	**COLLECT**
COLLECTIVE CLLCTV	**CLLCTV**
COLLECT0R COLL	**COLL**
COLLEGE CLG CLGE COLG COL COLL COLLEG	**COLG**
COLLEGIATE COLGT	**COLGT**
COLLISION CLLSN	**CLLSN**
COLONEL COL	**COL**
COLONIAL CLNL COL	**CLNL**
COLONY CLNY	**CLNY**
COLOR CLR	**CLR**
COLOSSAL CLSSL	**CLSSL**
COMBINED COM COMB	**COMB**
COMBUSTION CMBSTN COMBSTN	**COMBSTN**

Common Presentation	Postal Service Standard
COMFORT	**CMFRT**
CMFRT	
CMFT	
COMMAND	**CMND**
CMND	
COM	
COMMANDANT	**COMDT**
COM	
COMDT	
COMMDT	
COMMANDER	**CMDR**
CDR	
CMDR	
COM	
COMM	
COMMDR	
COMMANDING	**COMDG**
COMDG	
COMMENCEMENT	**COMMNCMNT**
COMMNCMNT	
COMMERCE	**COMMRCE**
CMMRC	
COMM	
COMMERC	
COMMRCE	
COMMERCIAL	**COMRCL**
CMRCL	
COMRCL	
COMMISSARY	**COMSY**
COMSY	
COMMISSION	**COMM**
COMM	
COMMISSN	
COMMISSIONER	**COMMR**
COMMR	
COMMITTEE	**CMMTE**
CMMTE	
COM	
COMITE	
COMM	
COMMODITY	**COM**
COM	
COMMODORE	**COMD**
COMD	
COMO	
COMMON	**CMMN**
CMMN	

Common Presentation	Postal Service Standard
COMMONWEALTH	**CMNWLTH**
CMNWLTH	
COMMONWLTH	
COMMUNE	**COMMN**
COMMN	
COMMUNICATE	**COMMUN**
COMM	
CCOMMNCTE	
COMMUNICAT	
COMMUNICATION	**COMMCTN**
COMM	
COMMCTN	
COMMUN	
COMMUNICATI	
COMMUNICTN	
COMMUNIQUE	**COMMNQ**
COMMNQ	
COMMUNITY	**CMNTY**
CMMNTY	
CMNTY	
CMTY	
COM	
COMM	
COMNTY	
CTY	
COMPANY	**CO**
CO	
COMP	
COMPAN	
COMPNY	
COMPARATIVE	**COMPRTV**
COMPRTV	
COMPATIBLE	**COMPTBL**
COMPTBL	
COMPENSATION	**CMPNSTN**
CMPNSTN	
COMPILER	**COMPLR**
COMP	
COMPLR	
COMPLETE	**CMPLT**
CMPLT	
COMPLET	
COMPLEX	**COMPLX**
COMPLX	
COMPONENT	**COMPNNT**
COMPNNT	
COMPOSE	**COMPS**
COMPS	

Common Presentation	Postal Service Standard
COMPOSITE	**COMPST**
COMPST	
COMPOSITION	**COMP**
COMP	
COMPOUNDING	**COMPNDNG**
COMPNDNG	
COMPREHENSIVE	**CMPRHNSV**
CMPRHNSV	
COMPRESS	**COMPRSS**
COMPRSS	
COMPRESSOR	**CMPSR**
CMPSR	
COMPTABLE	**COMPTBLE**
COMPTBLE	
COMPTROLLER	**COMPTLR**
CMPTRLR	
COMP	
COMPT	
COMPTLR	
COMPTLR	
COMPTRLR	
COMPTROLL	
COMPUTER	**CMPTR**
CMP	
CMPTR	
COM	
COMP	
COMPTR	
COMPU	
COMPUTERIZED	**COMPTRZD**
COMPTRZD	
COMPUTING	**CMPTG**
CMPTG	
CONCENTRATE	**CONCNTRT**
CON	
CONCNTRT	
CONCEPT	**CNCPT**
CNCPT	
CONCESSION	**CONCSSN**
CONCSSN	
CONCOURSE	**CONCRS**
CONCRS	
CONCRETE	**CONCRT**
CON	
CONCRET	
CONCRT	
CONDITIONING	**COND**
CNDNTNG	
COND	

Common Presentation	Postal Service Standard
CONDOMINIUM	**CONDO**
CNDMNM	
CONDO	
CONFECTIONERY	**CONF**
CONF	
CONFEDERATED	**CONFDRTD**
CONFDRTD	
CONFEDERATION	**CONFDRTN**
CONFDRTN	
CONFER	**CNFR**
CNFR	
CONFERENCE	**CNFRNC**
CNFRNC	
CONFRENCE	
CONGREGATION	**CONGREG**
CONGREG	
CONGRG	
CONGREGATIONAL	**CONGREGTNL**
CONGREGTNL	
CONGRESS	**CNGRS**
CNGRS	
CONGRESSIONAL	**CNGRSNL**
CNGRSNL	
CONGRESSMAN	**CONGRSMAN**
CONGRSMAN	
CONNECTION	**CONNECT**
CONNECT	
CONQUISTADOR	**CONQUISDR**
CONQUISDR	
CONSERVATION	**CONSERVE**
CNSRVTN	
CNSVTN	
CONSER	
CONSERV	
CONSERVE	
CONSERVATORY	**CONSRVTRY**
CONSRVTRY	
CONSOLATION	**CONSLTN**
CONSLTN	
CONSOLIDATED	**CONS**
CNSLD	
CNSLDTD	
CONS	
CONSOLIDATION	**CONSLDTN**
CONSLDTN	

Common Presentation	Postal Service Standard
CONSOLIDATOR	**CONSLDTR**
CONSLDTR	
CONSORTIUM	**CNSRTM**
CNSRTM	
CONSTRUCT	**CONSTRCT**
CONSTRCT	
CONSTRUCTING	**CNSTRCTNG**
CNSTRCTNG	
CONSTG	
CONSTRUCTION	**CONSTRCTN**
CNST	
CNSTR	
CNSTRCTN	
CONST	
CONSTN	
CONSTR	
CONSTRCTN	
CONSTRN	
CONSTRTN	
CONSTRUCTN	
CONSTRUCTOR	**CONSTR**
CNSTR	
CONSTR	
CONSULT	**CON**
CON	
CONSULTANT	**CONSLNT**
CNSLT	
CNSLTNT	
CON	
CONS	
CONSL	
CONSLTNT	
CONSULT	
CONSULTA	
CONSULTAN	
CONSULTNT	
CONSULTATION	**CNSLTN**
CNSLTN	
CONSULTING	**CONSLTNG**
CNSLTNG	
CONSLNTNG	
CONSLTG	
CONSLTNG	
CONSULTI	
CONSULTIN	
CONSUMER	**CONSMR**
CNSMR	
CONS	
CONSMR	

Common Presentation	Postal Service Standard
CONTACT	**CONT**
CONT	
CONTAIN	**CNTN**
CNTN	
CONTAINER	**CONTNR**
CONTNR	
CONTEMPORARY	**CONTEMP**
CONTEMP	
CONTEMPO	
CONTEMPOR	
CONTEMPORAR	
CONTEST	**CNTST**
CNTST	
CONTINENTAL	**CONTNTL**
CNTNTL	
CONT	
CONTINENT	
CONTNENTA	
CONTINENTL	
CONTNTL	
CONTINUING	**CONTNG**
CONTNG	
CONTINUOUS	**CONTNS**
CONTNS	
CONTRACT	**CNTRCT**
CNTR	
CNTRCT	
CONTR	
CONTRAC	
CONTRACTING	**CNTRCTNG**
CNTRCTNG	
CONTG	
CONTR	
CONTRACTIN	
CONTRG	
CONTRACTOR	**CONTR**
CNTRCTR	
CONTR	
COR	
CONTRIBUTION	**CONTRBTN**
CONTRBTN	
CONTROL	**CNTRL**
CNTRL	
CONTRL	
CTL	
CTRL	
CONTROLLED	**CONTRLLD**
CONTRLLD	

Common Presentation	Postal Service Standard
CONTROLLER	**CNTRLLR**
CNTLR	
CNTR	
CNTRL	
CNTRLLR	
CNTRLR	
CONTLR	
CONTR	
CONTRLLR	
CONTRLR	
CONTROLER	
CONTROLL	
CONTROLLE	
CONTROLLR	
CTL	
CTLR	
CTRLR	
CONVALESCENT	**CONVAL**
CONV	
CONVALESCEN	
CONVENIENCE	**CONV**
CONV	
CONVENIENT	**CONVNT**
CONVNT	
CONVENT	**CNVNT**
CNVNT	
CONVNT	
CONVENTION	**CNVNTN**
CNVNTN	
CONVERSE	**CONVRS**
CONVRS	
CONVERSION	**CNVRSN**
CNVRSN	
CONVERTER	**CONVRTR**
CONVRTR	
CONVERTIBLE	**CONVRTBL**
CONVRTBL	
CONVEYOR	**CONVYR**
CONVYR	
COOKED	**CKD**
CKD	
COOKIE	**CK**
CK	
COOLING	**COOL**
COOL	
COOLG	
COOPERATE	**COOP**
COOP	

Common Presentation	Postal Service Standard
COOPERATIVE	**COOPRTV**
CO OP	
COOP	
COOPRTV	
COORDINANT	**COORD**
COORD	
COORDINATE	**COORDNT**
COORDNT	
COORDINATOR	**COORDNTR**
COOR	
COORD	
COORDNTR	
COPIER	**COPR**
COPR	
COPPER	**COP**
COP	
CORNER	**CORN**
COR	
CORNR	
CORONER	**COR**
COR	
CORPORAL	**CORPL**
CORP	
CORPL	
CPL	
CORPORATE	**CORPRT**
CORP	
CORPORT	
CORPRT	
CRP	
CORPORATION	**CORP**
CORP	
CORPORATIN	
CORPORATIO	
CORRECT	**CRRCT**
CRRCT	
CORRECTION	**CRRCTN**
CRRCTN	
CORRECTIONAL	**CRRCTNL**
CORCTNL	
CRRCTNL	
CORRESPONDENCE	**CORR**
CORR	
CORRESPONDENT	**CORRSPNDNT**
COR	
CORR	
CORRSPNDNT	
CORRUGATED	**CORRGTD**
CORRGTD	

Common Presentation	Postal Service Standard
COSMETIC	**CSMTC**
COSMT	
CSMTC	
COSMETOLOGIST	**CSMTLGST**
COS	
CSMTLGST	
COTTAGE	**CTG**
CTG	
COTTON	**COT**
COT	
COUNCIL	**CNCL**
CL	
CNCL	
COUNCI	
COUNCILING	**CNCLNG**
CNCLNG	
COUNSEL	**CNSL**
CNSL	
COL	
COUNSELING	**CNSLNG**
CNSLNG	
COUNSELLOR	**CNSLLR**
CNSLLR	
CNSLR	
COUNSELOR	**CNSLR**
CNSLR	
COUNT	**CNT**
CNT	
COUNTER	**CNTR**
CNTR	
COUNTRY	**CNTRY**
CNTRY	
CO	
CTRY	
COUNTRYSIDE	**CNTRYSD**
CNTRYSD	
COUNTY	**CNTY**
CNTY	
CO	
CTY	
COUPE	**CP**
CP	
COURIER	**COUR**
COUR	
COURIR	
COURSE	**CRS**
CRS	
CRSE	

Common Presentation	Postal Service Standard
COURT	**CT**
CRT	
CT	
COURTESY	**CRTSY**
CRTSY	
COVENANT	**CVNNT**
CVNNT	
COVERING	**COVER**
COVER	
CVG	
CVRNG	
COWBOY	**CWBY**
CWBY	
CRAFT	**CRFT**
CFT	
CRFT	
CRAFTER	**CFTR**
CFTR	
CRAFTSMAN	**CFT**
CFT	
CRAFTSMEN	**CFTMN**
CFTMN	
CRANBERRY	**CRNBRRY**
CRNBRRY	
CRANE	**CRN**
CRN	
CRANKSHAFT	**CRNKSHFT**
CRNKSHFT	
CRAZY	**CRZY**
CRZY	
CREAM	**CRM**
CRM	
CREAMERY	**CRMRY**
CRMRY	
CREATION	**CREAT**
CREAT	
CREATIVE	**CREATV**
CREAT	
CREATV	
CRTVE	
CREDIT	**CRDT**
CRDT	
CRED	
CREEK	**CRK**
CRK	
CREMATORY	**CRMTRY**
CRMTRY	
CREPE	**CRP**
CRP	

Common Presentation	Postal Service Standard
CRESCENT	**CRES**
CRES	
CREST	**CREST**
CRST	
CRIMINAL	**CRMNL**
CRMNL	
CROCKERY	**CKRY**
CKRY	
CRK	
CROSS	**CR**
CR	
CROSSING	**XING**
CRSSNG	
CROSSROAD	**XROAD**
CROSSRD	
XRD	
XROAD	
CROWN	**CRWN**
CRN	
CRWN	
CRUISE	**CRUS**
CRS	
CRUS	
CRUSADE	**CRSD**
CRSD	
CRUSADER	**CRSDR**
CRSDR	
CRUST	**CRUST**
CRST	
CRYOGENIC	**CRYGNC**
CRYGNC	
CRYSTAL	**CRYSTL**
CRYSTL	
CUISINE	**CSN**
CSN	
CULTURAL	**CLTRL**
CLTRL	
CUPBOARD	**CPBRD**
CPBRD	
CURATOR	**CUR**
CUR	
CURRICULUM	**CURR**
CURR	
CURTAIN	**CRTN**
CRTN	
CUSTODIAN	**CUSTDN**
CUST	
CUSTDN	

Common Presentation	Postal Service Standard
CUSTOM	**CSTM**
CSTM	
CUST	
CUSTOMER	**CUST**
CUST	
CUTLERY	**CUTLY**
CUTLY	
CUTTING	**CUT**
CUT	
CUTING	
CYBERNETIC	**CYBRNTC**
CYBRNTC	
CYCLE	**CYCL**
CYCL	
DAILY	**DLY**
DLY	
DAIRY	**DRY**
DAR	
DRY	
DAME	**DM**
DM	
DANCE	**DNC**
DNC	
DATABASE	**DB**
DB	
DATZUN	**DTZN**
DTZN	
DAUGHTER	**DGHTR**
DGHTR	
DEACON	**DCN**
DCN	
DEALER	**DLR**
DLR	
DEALING	**DLG**
DLG	
DECAL	**DEC**
DEC	
DECISION	**DCSN**
DCSN	
DECOR	**DCR**
DCR	
DECORATING	**DECOR**
DCRTNG	
DCTG	
DECOR	
DECORATION	**DCTN**
DCTN	

Common Presentation	Postal Service Standard
DECORATOR	**DCRTR**
DCRTR	
DCTR	
DEFENCE	**DEFNC**
DEF	
DEFNC	
DEFENSE	**DEFNS**
DEFNS	
DELICATESSEN	**DELI**
DELI	
DELIGHT	**DLGHT**
DLGHT	
DELINTING	**DLNTG**
DLNTG	
DELIVERANCE	**DELVRNC**
DELIVRANCE	
DELVRNC	
DELIVERY	**DLVRY**
DEL	
DLVRY	
DELTA	**DLT**
DLT	
DEMOCRATIC	**DEM**
DEM	
DEMOLITION	**DEMLTN**
DEM	
DEMLTN	
DENTAL	**DNTL**
DNTL	
DENTIST	**DDS**
DENT	
DDS	
DENTISTRY	**DNTSTRY**
DNTSTRY	
DENTURE	**DENTR**
DENTR	
DNTR	
DEPARTMENT	**DEPT**
DEP	
DEPART	
DEPARTM	
DEPARTMNT	
DEPT	
DPT	
DEPENDABLE	**DPNDBL**
DPNDBL	
DEPOSIT	**DPST**
DPST	

Common Presentation	Postal Service Standard
DEPOT	**DEP**
DEP	
DPT	
DEPUTY	**DPTY**
DEP	
DEPT	
DPTY	
DERMATOLOGIST	**DERMTLGST**
DERM	
DERMTLGST	
DERMATOLOGY	**DERM**
DERM	
DESERT	**DSRT**
DSRT	
DESIGN	**DSGN**
DES	
DSGN	
DESIGNER	**DSGNR**
DESGR	
DSGNR	
DSGR	
DESIGNING	**DSGNG**
DSGNG	
DETAIL	**DTL**
DTL	
DETECTIVE	**DET**
DET	
DETENTION	**DETNTN**
DEVELOPER	**DVLPR**
DVLPR	
DEVELOPMENT	**DEV**
DEV	
DEVEL	
DEVELOP	
DEVELOPM	
DEVELOPMEN	
DEVELOPMNT	
DEVELOPMT	
DEVELP	
DEVELPMT	
DEVLMNT	
DEVLPMNT	
DEVLPMT	
DEVMT	
DVLOPMT	
DVLPMNT	
DVLPMT	
DEVELOPMENTAL	**DEVLPMNTL**
DEVLPMNTL	

Common Presentation	Postal Service Standard
DEVICE	**DVC**
DVC	
DIAGNOSTIC	**DGNSTC**
DGNSTC	
DIAG	
DIAMOND	**DMND**
DMND	
DIAPER	**DPR**
DPR	
DICTATOR	**DICT**
DICT	
DIELECTRIC	**DLCTRC**
DLCTRC	
DIESEL	**DSL**
DSL	
DIETARY	**DTRY**
DIETRY	
DTRY	
DIETETIC	**DIETC**
DIETC	
DIETEIC	
DIFFERENT	**DIFF**
DIFF	
DIFFUSION	**DIFFSN**
DIFF	
DIFFSN	
DIGEST	**DGST**
DGST	
DIGESTIVE	**DGSTV**
DGSTV	
DIGITAL	**DGTL**
DGTL	
DILIGENCE	**DLGNC**
DLGNC	
DIMENSION	**DIM**
DIM	
DIMENSIONAL	**DIML**
DIML	
DINER	**DNR**
DIN	
DNR	
DIOCESE	**DIO**
DIO	
DIODE	**DIOD**
DIOD	
DIRECT	**DIRECT**
DIR	
DIRECTION	**DIRCTN**
DIRCTN	

Common Presentation	Postal Service Standard
DIRECTIONAL	**DIRCTNL**
DIRCTNL	
DIRECTOR	**DIR**
DIR	
DIRCTR	
DIRECTORATE	**DIRCTRT**
DIRCTRT	
DIRECTORY	**DIRCTRY**
DISABILITY	**DSBLTY**
DSBLTY	
DISARMAMENT	**DSARMNT**
DSARMNT	
DISBURSEMENT	**DISBMT**
DISBMT	
DISCOUNT	**DISC**
DISC	
DISPATCH	**DISP**
DISP	
DISPTCH	
DISPATCHER	**DISPR**
DISP	
DISPR	
DISPENSARY	**DSPN**
DSPN	
DISPLAY	**DSPLY**
DISP	
DSPLY	
DISPOSAL	**DSPSL**
DSPSL	
DISTILLER	**DISTLR**
DIST	
DISTLR	
DISTILLERY	**DISTLLRY**
DIST	
DISTLLRY	
DISTINCTIVE	**DISTNCTV**
DISTNCTV	
DISTRIBUTING	**DISTRG**
DISTR	
DISTRG	
DISTRIB	
DISTRIBUTIN	
DISTRIBUTION	**DISTRB**
DIST	
DISTR	
DISTRB	
DISTRIB	
DISTRIBUTIN	
DSTRBTN	

Common Presentation	Postal Service Standard
DISTRIBUTOR	**DISTR**
DISTR	
DISTRIB	
DISTRIBTR	
DISTRIBUT	
DSTBTR	
DISTRICT	**DIST**
DIST	
DST	
DIVERSIFIED	**DVSFD**
DVRSFD	
DVSFD	
DIVIDE	**DV**
DIV	
DIVING	**DVNG**
DVNG	
DIVISION	**DIV**
DIV	
DIVSN	
DIVISIONAL	**DIVSNL**
DIV	
DIVSNL	
DVSNL	
DOCTOR	**DR**
DO	
DR	
M D	
MD	
PH D	
DOCTRINE	**DOCTRN**
DOCTRN	
DOCUMENTATION	**DCMNTN**
DCMNTN	
DODGE	**DDG**
DDG	
DOLLAR	**DLLR**
DLLR	
DLR	
DOMESTIC	**DOM**
DOM	
DOMINION	**DOMNN**
DOMNN	
DONNEE	**DNN**
DNN	
DOUBLE	**DBL**
DBL	
DOUGHNUT	**DONUT**
DNT	
DONUT	

Common Presentation	Postal Service Standard
DOWNTOWN	**DWNTN**
DWNTN	
DRAFTING	**DRFTNG**
DRFTNG	
DRAFTSMAN	**DFTSMAN**
DFTSMAN	
DRAFTS	
DRAGON	**DRGN**
DRGN	
DRAIN	**DRN**
DRN	
DRAINAGE	**DRNG**
DRNG	
DRAMA	**DRMA**
DRMA	
DRAPERY	**DRAP**
DRAP	
DRAPERIES	
DREAM	**DRM**
DRM	
DRESS	**DRS**
DRS	
DRILL	**DRLL**
DRLL	
DRILLING	**DRILL**
DRILL	
DRLG	
DRIVING	**DRG**
DRVG	
DRYWALL	**DRYWL**
DRYWL	
DUCHESS	**DCHSS**
DCHSS	
DUPLICATING	**DUPNG**
DUP	
DUPNG	
DUPLICATION	**DUP**
DUP	
DUTCH	**DTCH**
DTCH	
DWELLING	**DWLLNG**
DWLLNG	
DYEING	**DYNG**
DYG	
DYNG	
DYING	**DYG**
DYG	

Common Presentation	Postal Service Standard
DYNAMIC	**DYNMC**
DYNA	
DYNMC	
EAGLE	**EGL**
EGL	
EARLY	**ERLY**
ERLY	
EARTH	**ERTH**
ERTH	
EASTERN	**ESTRN**
ESTRN	
EASTSIDE	**ESTSD**
ESTSD	
EATERY	**ETRY**
ETRY	
ECOLOGY	**ECO**
ECLGY	
ECO	
ECOLO	
ECONOMIC	**ECNMC**
ECNMC	
ECON	
ECONOMIST	**ECONMST**
ECOM	
ECON	
ECONMST	
ECONOMY	**ECON**
ECON	
EDIBLE	**EDBL**
EDBL	
EDIFICE	**EDFC**
EDFC	
EDITION	**ED**
ED	
EDITOR	**EDIT**
EDIT	
EDTR	
EDUCATION	**EDUC**
ED	
EDCT	
EDCTN	
EDUC	
EDUCATIONAL	**EDUCL**
EDUC	
EDUCATIONL	
EDUCL	
EDUCTL	

Common Presentation	Postal Service Standard
EIGHTH	**8TH**
VIII	
8TH	
ELDER	**ELDR**
ELDR	
ELDERLY	**ELDRLY**
ELDRLY	
ELECT	**ELEC**
ELCT	
ELE	
ELEC	
ELECTED	**ELCTD**
ELCTD	
ELECT	
ELECTRIC	**ELECTR**
ELC	
ELEC	
ELECT	
ELECTR	
ELECTRICAL	**ELECTRL**
ELEC	
ELECT	
ELECTRL	
ELECTRICIAN	**ELECTRCN**
ELEC	
ELECT	
ELECTRCN	
ELECTRICITY	**ELECTRCTY**
ELEC	
ELECT	
ELECTRCTY	
ELECTROLOGIST	**ELCTRLGST**
ELCTRLGST	
ELECTROLYSIS	**ELCTRLYS**
ELCTRLYS	
ELECTRLSIS	
ELECTRLYS	
ELECTROMECHAN-ICAL	**ELCTRMCHNCL**
ELCTRMCHNCL	
ELECTROMEDICAL	**ELCMED**
ELCMED	
ELECTROMETAL-LURGICAL	**ELCMTLG**
ELCMTLG	
ELECTRON	**ELCTRN**
ELCTRN	

Common Presentation	Postal Service Standard
ELECTRONIC	**ELECT**
ELEC	
ELECT	
ELECTRNC	
ELECTROPLATING	**ELCPLTG**
ELCPLTG	
ELEGANCE	**ELGNC**
ELGNC	
ELEGANT	**ELGNT**
ELGNT	
ELEMENT	**ELMNT**
ELMNT	
ELEMENTARY	**ELEM**
ELEM	
ELEVATOR	**ELEV**
ELEV	
ELEVENTH	**11TH**
XI	
11	
11TH	
ELITE	**ELITE**
EMBASSY	**EMBSSY**
EMBSSY	
EMBROIDERY	**EMB**
EMB	
EMERGENCY	**EMER**
EMER	
EMERG	
EMERGNCY	
EMPIRE	**EMP**
EMP	
EMPLOYED	**EMPL**
EMPL	
EMPLOY	
EMPLOYEE	**EMPLYE**
EMPL	
EMPLYE	
EMPLOYMENT	**EMPLMNT**
EMPL	
EMPLMNT	
EMPLMT	
EMPORIUM	**EMPOR**
EMPOR	
EMPORM	
EMPRM	
ENAMEL	**ENL**
ENL	
ENAMELING	**ENMLNG**
ENMLNG	

Common Presentation	Postal Service Standard
ENCYCLOPEDIA	**ENCY**
ENCY	
ENDEAVOR	**ENDVR**
ENDVR	
ENDOCRINOLO-GIST	**ENDCRNLGST**
ENDCRNLGST	
ENDODONTIC	**ENDDNTC**
ENDDNTC	
ENERGY	**ENGRY**
ENGRY	
ENGY	
ENRG	
ENGRY	
ENFORCEMENT	**ENFCMNT**
ENFCMNT	
ENGINE	**ENG**
ENG	
ENGINEER	**ENGR**
ENG	
ENGR	
ENGINEERED	**ENGRD**
ENGRD	
ENGINEERING	**ENGRG**
ENG	
ENGINRNG	
ENGR	
ENGRG	
ENGRNG	
ENGLAND	**ENGLD**
ENG	
ENGL	
ENGLD	
ENGLISH	**ENGL**
ENGL	
ENGLSH	
ENGRAVER	**ENGRVR**
ENGRVR	
ENGRAVING	**ENGRV**
ENGRV	
ENLARGE	**ENLRG**
ENLRG	
ENSIGN	**ENS**
ENS	

Common Presentation	Postal Service Standard
ENTERPRISE	**ENTRPRS**
ENT	
ENTER	
ENTERP	
ENTERPRS	
ENTP	
ENTPR	
ENTPS	
ENTRPR	
ENTRPRS	
ENTERTAINMENT	**ENTRTN**
ENTRMT	
ENTRTN	
ENTREPOT	**ENTRPT**
ENTRPT	
ENTREPENEUR	**ENTRPRNR**
ENTRPRNR	
ENTRY	**ENT**
ENT	
ENVELOPE	**ENV**
ENV	
ENVIRONMENT	**ENVIR**
ENVIR	
ENVIRON	
ENVRMT	
ENVRONMEN	
ENVIRONMENTAL	**ENVIRON**
ENVIRON	
ENVRMTL	
ENVRNMTL	
EPISCOPAL	**EPISCPL**
EPIS	
EPISCPL	
EPSCP	
EPSCPL	
EPSILON	**EPSLN**
EPSLN	
EQUAL	**EQL**
EQL	
EQUESTRIAN	**EQSTRN**
EQSTRN	
EQUINE	**EQN**
EQN	

Common Presentation	Postal Service Standard
EQUIPMENT	**EQUIP**
EQIPMENT	
EQP	
EQPMNT	
EQPT	
EQUIP	
EQUIPT	
EQUITABLE	**EQTBL**
EQTBL	
EQUITY	**EQTY**
EQTY	
EQUTY	
ERECTING	**ERCT**
ERCT	
ERECTOR	**ERCTR**
ERCTR	
ESQUIRE	**ESQ**
ESQ	
ESSENTIAL	**ESSNTL**
ESSTNL	
ESTABLISHMENT	**ESTAB**
EST	
ESTAB	
ESTATE	**EST**
EST	
ESTIMATION	**ESTMTN**
ESTMTN	
ESTIMATOR	**ESTMTR**
EST	
ESTMTR	
ETCETERA	**ETC**
ETC	
ETUDE	**ETD**
ETD	
EUROPEAN	**ERPN**
ERPN	
EVALUATION	**EVAL**
EV	
EVAL	
EVANGELICAL	**EVNGLCL**
EVNGLCL	
EVANGELIST	**EVNGLST**
EVNGLST	

Common Presentation	Postal Service Standard
EVANGELISTIC	**EVNGLSTC**
EVNGLSTC	
EVENING	**EVNNG**
EVNNG	
EVENT	**EVNT**
EVNT	
EVERGREEN	**EVRGRN**
EVRGRN	
EXACT	**EXCT**
EXCT	
EXAMINATION	**EXMNTN**
EXMNTN	
EXAMINE	**EXAM**
EX	
EXAM	
EXMN	
EXAMINER	**EXMNR**
EXMNR	
EXCAVATE	**EXCVT**
EXCVT	
EXCAVATING	**EXCAVTG**
EXCAVATNG	
EXCAVTG	
EXCVTG	
EXCAVATION	**EXCVTN**
EXCTVN	
EXCAVATOR	**EXCVTR**
EXCAVATR	
EXCVTR	
EXCEL	**EXCL**
EXCL	
EXCELSIOR	**EXCLSR**
EXCEL	
EXCLSR	
EXCEPTIONAL	**EXCPTNL**
EXCPTNL	
EXCESS	**EXCSS**
EXCSS	
EXCHANGE	**EXCH**
ECHANGE	
EXCH	
EXECUTIVE	**EXEC**
EX	
EXC	
EXE	
EXEC	
EXECUTOR	**EXTR**
EXTR	

Common Presentation	Postal Service Standard
EXEMPT	**EXMPT**
EXMPT	
EXEMPTED	**EXMPTD**
EXMPTD	
EXHIBIT	**EXHBT**
EXHBT	
EXHIBITOR	**EXHBTR**
EXHBTR	
EXPEDITER	**EXPD**
EXPD	
EXPEDITION	**EXPDTN**
EXP	
EXPDTN	
EXPEDITOR	**EXPDTR**
EXPDTR	
EXPENSE	**EXP**
EXP	
EXPERIENCE	**EXPRNC**
EXPRNC	
EXPERIMENT	**EXPRMNT**
EXPRMNT	
EXPERT	**EXPR**
EXPR	
EXPRT	
EXPLORATION	**EXPLRN**
EXPLRN	
EXPN	
EXPLOSIVE	**EXPLSV**
EXPL	
EXPLSV	
EXPORT	**EXPRT**
EXP	
EXPRT	
EXPT	
EXPORTATION	**EXPN**
EXPN	
EXPRTTN	
EXPORTER	**EXPRTR**
EXP	
EXPRTR	
EXPOSE	**EXPS**
EXPS	
EXPOSITION	**EXPO**
EXPO	
EXPSTN	
EXPRESS	**EXPRSS**
EX	
EXP	
EXPRSS	

Common Presentation	Postal Service Standard
EXPRESSION	**EXPRSSN**
EXPRSSN	
EXPRESSWAY	**EXPY**
EXPRSSWY	
EXPY	
EXTENSION	**EXT**
EXT	
EXTNSN	
EXTERMINATING	**EXTERM**
EXTERM	
EXTG	
EXTRMNTNG	
EXTERMINATOR	**EXTRMNTR**
EXTRMNTR	
EXTRACT	**EXTRCT**
EXT	
EXTRCT	
EXTRACTOR	**EXTRCTR**
EXTRCTR	
EXTRAORDINARY	**EXTRRDNRY**
EXTRRDNRY	
EXTREME	**EXTRM**
EXTRM	
FABRIC	**FBRC**
FABR	
FBRC	
FABRICATED	**FABD**
FAB	
FABD	
FABRICATING	**FABG**
FABG	
FABRICATION	**FBRCN**
FBRCN	
FABRICATOR	**FAB**
FAB	
FABRICTR	
FBRCTR	
FACILITY	**FACLTY**
FAC	
FACLTY	
FACTOR	**FCTR**
FCTR	
FACTORY	**FCTRY**
FAC	
FCTRY	
FACULTY	**FCLTY**
FCLTY	
FAITH	**FTH**
FTH	

Common Presentation	Postal Service Standard
FALLS	**FLS**
FLS	
FAMILY	**FMLY**
FAM	
FMLY	
FAMOUS	**FMS**
FMS	
FANCY	**FNCY**
FNCY	
FANTASTIC	**FNTSTIC**
FNTSTIC	
FANTASY	**FNTSY**
FNTSY	
FARM	**FRM**
FRM	
FARMER	**FRMR**
FRMR	
FARMING	**FRMNG**
FRMNG	
FASHION	**FASHN**
FASHN	
FSHN	
FASTENER	**FAS**
FAS	
FATHER	**FR**
FR	
FAUCET	**FCT**
FCT	
FEATHER	**FE**
FE	
FEDERAL	**FED**
FDRL	
FED	
FEDL	
FEDRL	
FEDERATED	**FDRTD**
FDRTD	
FEDERATION	**FEDRN**
FEDRN	
FELLOWSHIP	**FLLWSHP**
FELLOWSHP	
FLLWSHP	
FLWSHIP	
FLWSHP	
FENCE	**FNC**
FNC	
FERROUS	**FER**
FER	

Common Presentation	Postal Service Standard
FERTILIZER	**FERT**
FERT	
FIBER	**FIBR**
FIBR	
FIBERGLASS	**FBRGLS**
FBRGLS	
FIBRE	**FBR**
FBR	
FIBR	
FIDELITY	**FIDLTY**
FDLTY	
FIDLTY	
FIELD	**FLD**
FLD	
FIFTH	**5TH**
V	
5TH	
FIGHT	**FGHT**
FGHT	
FIGHTER	**FGHTR**
FGHTR	
FINANCE	**FIN**
FIN	
FNC	
FINANCIAL	**FNCL**
FINL	
FNCL	
FINANCIER	**FINR**
FIN	
FINR	
FINANCING	**FING**
FING	
FINDING	**FNDG**
FNDG	
FINEST	**FNST**
FNST	
FINISH	**FNSH**
FINSH	
FNSH	
FINISHING	**FINISH**
FINISH	
FINSHG	
FNSHNG	
FIREARM	**FRARM**
FRARM	
FIREMAN	**FIRMN**
FIRMN	
FRMN	

Common Presentation	Postal Service Standard
FIREWORK	**FRWRK**
FRWRK	
FIRST	**1ST**
I	
1	
1ST	
FISCAL	**FISC**
FISC	
FISHERY	**FSHRY**
FSHRY	
FISHING	**FSHNG**
FSHNG	
FITNESS	**FITNS**
FITNS	
FIXTURE	**FIX**
FIX	
FLAVOR	**FLVR**
FL	
FLA	
FLVR	
FLEET	**FLT**
FLT	
FLIGHT	**FLGT**
FLGT	
FLT	
FLOCK	**FLCK**
FLCK	
FLOOR	**FL**
FL	
FLR	
FLOORCOVERING	**FLRCVG**
FLRCVG	
FLOORING	**FLRNG**
FLRG	
FLRNG	
FLORAL	**FLRL**
FLRL	
FLORIST	**FLRST**
FLOR	
FLRST	
FLOWER	**FLWR**
FLWR	
FLUID	**FLUD**
FLD	
FLUD	
FLYING	**FLY**
FLY	
FOCUS	**FCS**
FCS	

Common Presentation	Postal Service Standard
FOOTBALL	**FTBLL**
FTBLL	
FOOTWEAR	**FTWR**
FTWR	
FORCE	**FRC**
FOR	
FRC	
FORECASTING	**FRCSTNG**
FRCSTNG	
FOREIGN	**FRGN**
FGN	
FRGN	
FOREMAN	**FORMN**
FORMN	
FRMN	
FORESIGHT	**FORSGHT**
FORSGHT	
FOREST	**FRST**
FRST	
FORESTRY	**FOR**
FOR	
FRSTRY	
FOREVER	**FORVR**
FORVR	
FORGING	**FRG**
FRG	
FORGOING	**FORGNG**
FRGNG	
FORKLIFT	**FRKLFT**
FRKLFT	
FORMAL	**FRML**
FRML	
FORMATION	**FRMTN**
FRMTN	
FORTUNE	**FRTN**
FRTN	
FORUM	**FRUM**
FRM	
FRUM	
FORWARDING	**FWDG**
FWDG	
FOSTER	**FSTR**
FSTR	
FOUND	**FND**
FND	
FOUNDATION	**FNDTN**
FDN	
FNDTN	
FOUNDTN	

Common Presentation	Postal Service Standard
FOUNDRY	**FNDRY**
FDRY	
FNDRY	
FOUNTAIN	**FTN**
FTN	
FOURGON	**FORGN**
FORGN	
FOURTEENTH	**14TH**
XIV	
14	
14TH	
FOURTH	**4TH**
IV	
4	
4TH	
FRAGRANCE	**FRGRNC**
FRGRNC	
FRAME	**FRAM**
FRAM	
FRAMEWORK	**FRMWRK**
FRMWRK	
FRAMING	**FRAMG**
FRAMG	
FRANCHISE	**FRNCHS**
FRNCHS	
FRANCHISING	**FRNCHSNG**
FRANCHSNG	
FRATERNAL	**FRTRNL**
FRTRNL	
FRATERNITY	**FRTRNTY**
FRTRNTY	
FREEWAY	**FWY**
FRWY	
FWY	
FREEZE	**FREZ**
FREZ	
FRZ	
FREEZER	**FRZR**
FRZR	
FREIGHT	**FRGHT**
FRGHT	
FRGT	
FRT	
FRENCH	**FRNCH**
FRNCH	
FRESH	**FRSH**
FRSH	
FRIARY	**FRY**
FRY	

Common Presentation	Postal Service Standard
FRICTION	**FRCTN**
FRCTN	
FRIED	**FRD**
FRD	
FRIEND	**FRND**
FRND	
FRIENDLY	**FRNDLY**
FRNDLY	
FRONTIER	**FRNTR**
FRNTR	
FROZEN	**FRZ**
FRZ	
FRZN	
FRUIT	**FRT**
FRT	
FUNCTIONAL	**FUNCTL**
FUNCTL	
FUNCTIONARY	**FUNCTRY**
FUNCTRY	
FUNDAMENTALIST	**FNDMNTLST**
FNDMNTLST	
FUNDING	**FNDNG**
FNDNG	
FUNERAL	**FNRL**
FNRL	
FURNACE	**FRNC**
FRNC	
FURN	
FURNISHING	**FURNG**
FURN	
FURNG	
FURNITURE	**FURN**
FURN	
FURRIER	**FUR**
FUR	
FUSIL	**FUSL**
FUSL	
FUSION	**FUSN**
FUSN	
GALAXY	**GALXY**
GALXY	
GALLERY	**GLLRY**
GLLRY	
GALVANIZING	**GLVNZNG**
GLVNZNG	
GARAGE	**GRGE**
GAR	
GRGE	

Common Presentation	Postal Service Standard
GARDEN	**GDNS**
GDN	
GDNS	
GRDN	
GARDENER	**GRDNR**
GRDNR	
GARMENT	**GMT**
GMT	
GASOLINE	**GAS**
GAS	
GASTROENTEROL-OGIST	**GASTRNTRLGST**
GAST	
GASTRNTRLGST	
GASTROENTEROL-OGY	**GASTRNTRLGY**
GAST	
GASTRNTRLGY	
GATEWAY	**GTWY**
GTWY	
GATHERING	**GTHRNG**
GTHRNG	
GAZETTE	**GAZ**
GAZ	
GENERAL	**GEN**
GEN	
GENL	
GN	
GENERATING	**GNRTNG**
GNRTNG	
GENERATION	**GNRTN**
GNRTN	
GENERATOR	**GNRTR**
GNRTR	
GENESIS	**GNSS**
GNSS	
GENTLEMEN	**GNTLMN**
GNTLMN	
GEODESIC	**GDSC**
GDSC	
GEOLOGICAL	**GEOLGCL**
GEOLGCL	
GEOLOGIST	**GEOL**
GEOL	
GEOLOGY	**GEOLGY**
GEOLGY	
GEOPHYSICAL	**GEOPHYS**
GEOPHYS	
GERIATRIC	**GERI**
GERI	

Common Presentation	Postal Service Standard
GIANT	**GNT**
GNT	
GIFTWEAR	**GFTWR**
GFTWR	
GINGERBREAD	**GNGRBRD**
GNGRBRD	
GLACE	**GLC**
GLC	
GLADIATOR	**GLDTR**
GLDTR	
GLASS	**GLS**
GL	
GLS	
GLASSWARE	**GLWR**
GLWR	
GLAZE	**GLZ**
GLZ	
GLOBAL	**GLBL**
GLBL	
GLOVE	**GLV**
GLV	
GOLDEN	**GLDN**
GLDN	
GOSPEL	**GSPL**
GSPL	
GOURMET	**GRMT**
GRMT	
GOVERNMENT	**GOVT**
GOV	
GOVERMT	
GOVT	
GOVERNMENTAL	**GVRNMNTL**
GVRNMNTL	
GOVERNOR	**GOV**
GOV	
GVRNR	
GRACE	**GRC**
GRC	
GRADE	**GRDE**
GRD	
GRDE	
GRADUATE	**GRAD**
GRAD	
GRAIN	**GRAN**
GRAN	
GRN	
GRAND	**GRND**
GRD	
GRND	

Common Presentation	Postal Service Standard
GRANDMA	**GRNDMA**
GRNDMA	
GRANDPA	**GRNDPA**
GRNDPA	
GRANITE	**GRNT**
GRAN	
GRNT	
GRAPHIC	**GRPHC**
GRPHC	
GRAVEL	**GRVL**
GRAV	
GRAVL	
GRVL	
GREAT	**GRT**
GRT	
GREATER	**GRTR**
GRTR	
GREEN	**GRN**
GRN	
GREENHOUSE	**GRNHS**
GRNHS	
GRNHSE	
GREETING	**GRTG**
GRTG	
GRILL	**GRL**
GRL	
GRINDER	**GRNDR**
GRNDR	
GRINDING	**GRIND**
GRIND	
GRNDG	
GROCER	**GROC**
GROC	
GROCERY	**GROCY**
GROCY	
GROOMING	**GROOM**
GROOM	
GROUP	**GRP**
GP	
GRP	
GROVE	**GRV**
GRV	
GUARANTEED	**GRNTD**
GRNTD	
GUARD	**GRD**
GRD	
GUARDIAN	**GRDN**
GRDN	

Common Presentation	Postal Service Standard
GUIDANCE	**GUIDNC**
GUID	
GUIDNC	
GUIDE	**GUID**
GUID	
GUILD	**GLD**
GLD	
GUNNERY	**GY**
GNNRY	
GY	
GUNSMITH	**GNSMTH**
GNSMTH	
GYMNASTIC	**GYM**
GYM	
GYNECOLOGIST	**GYN**
GYN	
GYNCLGST	
GYNECOLOGY	**GYNCLGY**
GYN	
GYNCLGY	
GYPSUM	**GYPS**
GYPS	
HABERDASHERY	**HDASHY**
HDASHY	
HAIRCUTTING	**HAIRCTTNG**
HAIRCTTNG	
HAIRDRESSER	**HRDRSSR**
HRDRSSR	
HAIRSTYLING	**HRSTYLNG**
HRSTYLNG	
HAIRSTYLIST	**HRSTYLST**
HAIRSTYLS	
HRSTYLST	
HALLMARK	**HLLMRK**
HLLMRK	
HAMBURGER	**HAMBGR**
HAMB	
HB	
HMBG	
HANDBAG	**HBAG**
HBAG	
HANDICAPPED	**HNDCPD**
HNDCPD	
HANDICRAFT	**HNDCRFT**
HANDCRAFT	
HNDCRFT	
HANDLER	**HNDLR**
HNDLR	

Common Presentation	Postal Service Standard
HANDLING	**HNDLG**
HDLG	
HNDLING	
HANDPRINT	**HNDPRNT**
HNDPRNT	
HANDY	**HNDY**
HNDY	
HANDYMAN	**HNDYMN**
HNDYMN	
HAPPY	**HAP**
HAP	
HARBOR	**HBR**
HARB	
HARBR	
HBR	
HRBOR	
HARDWARE	**HDWR**
HDWR	
HARNESS	**HARN**
HARN	
HATCHERY	**HTCHY**
HTCHY	
HAULING	**HLG**
HLG	
HAVEN	**HVN**
HVN	
HAYSTACK	**HYSTCK**
HYSTCK	
HEADACHE	**HDCH**
HDCH	
HEADLINER	**HDLNR**
HDLNR	
HEADQUARTERS	**HDQTRS**
HDQS	
HQ	
HQS	
HQTS	
HEALTH	**HLTH**
HLTH	
HEARING	**HEAR**
HEAR	
HRNG	
HEART	**HRT**
HRT	
HEATING	**HTG**
HEATG	
HTG	
HTNG	

Common Presentation	Postal Service Standard
HEAVY	**HVY**
HVY	
HEIGHT	**HTS**
HT	
HELICOPTER	**HLCPTR**
HLCPTR	
HELPER	**HLPR**
HLPR	
HEMATOLOGIST	**HEMATL**
HEMATL	
HEMATOLOGY	**HEMATLGY**
HEMATL	
HEMATLGY	
HERITAGE	**HRTG**
HRTG	
HERMITAGE	**HRMTG**
HRMTG	
HICKORY	**HCKRY**
HCKRY	
HIDEAWAY	**HDWY**
HDWY	
HIGHER	**HGHR**
HGHR	
HIGHLAND	**HGLND**
HGLND	
HIGHWAY	**HWY**
HWY	
HILLTOP	**HLTP**
HLTP	
HISTORICAL	**HISTRCL**
HIST	
HISTORCL	
HISTRCL	
HITCHING	**HTCHNG**
HTCHNG	
HOBBY	**HOB**
HOB	
HOLDING	**HLDNG**
HLDNG	
HOLDG	
HOLIDAY	**HLDY**
HLDY	
HOLINESS	**HLNSS**
HLNSS	
HOMESTEAD	**HMSTD**
HMSTD	
HOMEWORK	**HMWRK**
HMWRK	

Common Presentation	Postal Service Standard
HONEYBEE	**HNYB**
HNYB	
HONORABLE	**HON**
HON	
HORIZON	**HRZN**
HRZN	
HORSE	**HORSE**
HRS	
HORTICULTURAL	**HORTL**
HORT	
HORTL	
HORTICULTURE	**HORT**
HORT	
HOSIERY	**HSY**
HOS	
HSY	
HOSPICE	**HSPC**
HOSP	
HOSPI	
HSPC	
HOSPITAL	**HOSP**
HOSP	
HOSPIT	
HSP	
HSPTL	
HOSPITALITY	**HOSPTY**
HOSPTY	
HOTEL	**HTL**
HOT	
HT	
HTL	
HOUSE	**HSE**
HS	
HSE	
HOUSEHOLD	**HSEHLD**
HHLD	
HSEHLD	
HOUSEWARES	**HSWRS**
HSWRS	
HOUSING	**HSNG**
HOUSNG	
HSNG	
HUMAN	**HMN**
HMN	
HUNGRY	**HNGRY**
HNGRY	
HUNTER	**HNTR**
HNTR	

Common Presentation	Postal Service Standard
HYDRAULIC	**HYDRLC**
HYDRLC	
HYGIENE	**HYGN**
HYGN	
HYPNOSIS	**HYPNS**
HYPNS	
IDEAL	**IDL**
IDL	
IGNITION	**IGN**
IGN	
IMAGE	**IMG**
IMG	
IMAGINATION	**IMGNTN**
IMGNTN	
IMAGING	**IMGNG**
IMGNG	
IMMACULATE	**IMMCLT**
IMMCLT	
IMMEDIATE	**IMMDT**
IMMDT	
IMMIGRATION	**IMMGRTN**
IMMGRTN	
IMPACT	**IMP**
IMP	
IMPAIRED	**IMPRD**
IMPRD	
IMPEDIMENT	**IMPDMNT**
IMPDMNT	
IMPERIAL	**IMPRL**
IMPRL	
IMPLEMENT	**IMPL**
IMPL	
IMPLMNT	
IMPT	
IMPLEMENTATION	**IMPLNTN**
IMPLNTN	
IMPORT	**IMPRT**
IMPRT	
IMPORTATION	**IMPN**
IMPN	
IMPORTED	**IMPRTD**
IMPRTD	
IMPORTER	**IMPRTR**
IMP	
IMPRTR	
IMPORTING	**IMPRTNG**
IMPRTNG	
IMPRESSION	**IMPRESS**
IMPRESS	

Common Presentation	Postal Service Standard
IMPROVEMENT	**IMPRVMT**
IMPRV	
IMPRVMNT	
IMPRVMT	
INCARNATION	**INCRNTN**
INCRNTN	
INCOME	**INCM**
INCM	
INCO	
INCORPORATED	**INC**
INC	
INCOR	
INCORP	
INCORPORATION	**INCTN**
INCTN	
INDEMNITY	**INDMNTY**
INDMNTY	
INDEPENDENCE	**INDPDNC**
INDEP	
INDPDNC	
INDEPENDENT	**INDPNDNT**
IND	
INDPDNT	
INDPNDNT	
INDIAN	**INDN**
INDN	
INDUSTRIAL	**IND**
IND	
INDL	
INDSTRL	
INDUS	
INDUSTRIA	
INDUSTRL	
INDUSTRY	**INDUST**
IND	
INDS	
INDTRY	
INDUS	
INDUST	
INDUSTR	
INFANT	**INFNT**
INF	
INFNT	
INFINITE	**INFINT**
INFINT	
INFIRM	**INFRM**
INFRM	
INFIRMARY	**INFRMRY**
INFRMRY	

Common Presentation	Postal Service Standard
INFORM INF	**INF**
INFORMATICS INFRMTCS	**INFRMTCS**
INFORMATION INF INFO INFOR	**INFO**
INGREDIENT INGRDNT	**INGRDNT**
INITIAL INTL	**INIT**
INJECTION INJCTN	**INJCTN**
INLAND INLND	**INLND**
INNER INNR	**INNR**
INNKEEPER INNKPR	**INNKPR**
INNOCENT INNCNT	**INNCNT**
INNOVATION INNVTN	**INNVTN**
INNOVATIVE INNVTV	**INNVTV**
INQUISITIVE INQ INQSTV	**INQSTV**
INSCRIPTION INSCRPTN	**INSCRPTN**
INSECURE INSCR	**INSCR**
INSPECTION INSPCTN INSPTN	**INSPCTN**
INSPECTOR INS INSP INSPCTR	**INSPCTR**
INSTALLATION INSTLTN	**INSTLTN**
INSTALLER INSTLLR	**INSTLLR**
INSTALLMENT INSTL	**INSTL**
INSTANT INSTNT	**INSTNT**

Common Presentation	Postal Service Standard
INSTITUTE INST INSTI INSTIT INSTITUE INSTITUT	**INST**
INSTITUTION INSTN	**INSTN**
INSTITUTIONAL INSTNL	**INSTNL**
INSTRUCTOR INST INSTR INSTRCTR	**INSTRCTR**
INSTRUMENT INSTR	**INSTR**
INSTRUMENTATION INSTRMNTN INSTRUMENTA	**INSTRMNTN**
INSULATED INSLTD	**INSLTD**
INSULATING INSULG	**INSULG**
INSULATION INSLTN INSUL INSULATN	**INSLTN**
INSURANCE INS INSUR INSURAN	**INS**
INTEGRATED INTGRTD	**INTGRTD**
INTELLIGENCE INTLLGNC	**INTLLGNC**
INTENTIONAL INTNTL	**INTNTNL**
INTERACTION INTER INTRCTN	**INTRCTN**
INTERACTIVE INTRCTV	**INTRCTV**
INTERCHANGE INTRCHNG	**INTRCHNG**
INTERCONTINEN-TAL INTERCON	**INTERCON**
INTEREST INTRST	**INTRST**

Common Presentation	Postal Service Standard
INTERFAITH INTRFTH	**INTRFTH**
INTERIOR INT INTR	**INTR**
INTERMEDIATE INTER INTERMED	**INTER**
INTERMEDICS INTRMDCS	**INTRMDCS**
INTERNAL INTER INTERNL	**INTERNL**
INTERNATIONAL INTERNATI INTERNATIO INTERNATION INTERNATIONA INTERNATL INTL INTNL INTRNTL INTRNTNL	**INTRNTL**
INTERNIST INTER INTERNST	**INTERNST**
INTERSTATE INTRST INTSTE	**INTSTE**
INTERVIEWER INTERV	**INTERV**
INVENTORY INVEN INVTY	**INVTY**
INVEST INVST	**INVST**
INVESTED INVSTD	**INVSTD**
INVESTIGATION INVSTGTN	**INVSTGTN**
INVESTIGATIVE INVSTGTV	**INVSTGTV**
INVESTIGATOR INVSTR	**INVSTR**

Common Presentation	Postal Service Standard
INVESTMENT	**INVSTMNT**
INV	
INVESTMNT	
INVESTMT	
INVST	
INVSTMNT	
INVSTMT	
INVITATIONAL	**INVTNL**
INVTNL	
INVOICE	**INV**
INV	
IRONWORK	**IRNWRK**
IRNWRK	
IRRIGATION	**IRRGTN**
IRRGTN	
IRRIG	
IRRIGAT	
ISLAND	**ISLE**
IS	
ISL	
ISLE	
ISLANDER	**ISLER**
ISLER	
ISOLATION	**ISO**
ISO	
ISOTOPE	**ISTP**
ISTP	
ITALIAN	**ITAL**
IT	
ITAL	
ITLN	
JAILER	**JLR**
JLR	
JANITOR	**JAN**
JAN	
JANITORIAL	**JANTRL**
JAN	
JANITOR	
JNTRL	
JEWELER	**JWLR**
JWLR	
JEWELRY	**JWLRY**
JEWLRY	
JWLRY	
JWLY	
JEWISH	**JEW**
JEW	
JOBBER	**JOB**
JOB	

Common Presentation	Postal Service Standard
JOINT	**JNT**
JNT	
JOURNAL	**JRNL**
JRNL	
JOURNALIST	**JRNLST**
JRNLST	
JOURNEY	**JRNY**
JRNY	
JUBILEE	**JBL**
JBL	
JUDGE	**JDG**
JD	
JDG	
JUICE	**JC**
JC	
JUNCTION	**JCT**
JC	
JCT	
JCTION	
JCTN	
JUNCTN	
JUNCTON	
JUNIOR	**JR**
JR	
JUSTICE	**JSTC**
JSTC	
JUVENILE	**JVNL**
JVNL	
KARATE	**KRT**
KRT	
KENNEL	**KNL**
KNL	
KEYBOARD	**KYBRD**
KYBRD	
KEYSTONE	**KEYSTN**
KEYSTN	
KIDDIE	**KID**
KID	
KINDERGARTEN	**KINDERGTN**
KDRGRTN	
KINDERGTN	
KNDGTRN	
KNDRGRTN	
KINEMATICS	**KNMTCS**
KNMTCS	
KINGDOM	**KNGDM**
KNGDM	

Common Presentation	Postal Service Standard
KITCHEN	**KTCHN**
KIT	
KTCHN	
KTN	
KNIGHT	**KNGHT**
KNGHT	
KNT	
KNITTED	**KNTTD**
KNTTD	
KNITTING	**KNT**
KNT	
KNITWEAR	**KNTWR**
KNTWR	
KOSHER	**KSHR**
KSHR	
LABEL	**LBL**
LAB	
LBL	
LABORATORY	**LAB**
LAB	
LABORER	**LBR**
LBR	
LACQUER	**LACQ**
LACQ	
LAMINATE	**LMNT**
LMNT	
LAMINATING	**LMNTNG**
LMNTNG	
LANCE	**LNC**
LNC	
LANDFILL	**LNDFLL**
LNDFLL	
LANDMARK	**LNDMRK**
LNDMRK	
LANDSCAPE	**LNDSCP**
LANDSCP	
LDSCP	
LNDSCP	
LANDSCAPING	**LANDSCPG**
LANDSCPG	
LDSCPG	
LNDSCPG	
LANGUAGE	**LANG**
LANG	
LAPIDARY	**LAPDRY**
LAPDRY	
LARGE	**LRGE**
LRGE	

Common Presentation	Postal Service Standard
LARYNGOLOGIST	**LARYNGLGST**
LAR	
LARYNGLGST	
LARYNGOLOGY	**LARYNGLGY**
LAR	
LARYNGLGY	
LASER	**LSR**
LSR	
LASTING	**LSTNG**
LSTNG	
LATHING	**LTHG**
LTHG	
LATTER	**LTTR**
LTTR	
LAUNDERER	**LDRER**
LDRER	
LAUNDROMAT	**LNDRMT**
LNDRMT	
LAUNDRY	**LNDRY**
LDRY	
LNDRY	
LAWYER	**LWYR**
LGL	
LWYR	
LEADER	**LDR**
LDR	
LEAGUE	**LEA**
LEA	
LEAG	
LGE	
LEARNING	**LEARN**
LEARN	
LRNG	
LEASE	**LS**
LEAS	
LS	
LEASING	**LEASE**
LEASE	
LSG	
LSNG	
LEATHER	**LTHR**
LEA	
LTHR	
LECTURE	**LECT**
LECT	
LECTURER	**LECTR**
LEC	
LECT	
LECTR	

Common Presentation	Postal Service Standard
LEGAL	**LGL**
LEG	
LGL	
LEGION	**LGN**
LGN	
LEISURE	**LSUR**
LSR	
LSUR	
LENGTH	**LNGTH**
LNGTH	
LESSOR	**LSSR**
LSSR	
LETTER	**LTR**
LTE	
LTR	
LETTERPRESS	**LTRPRS**
LTRPRS	
LEVER	**LVR**
LVR	
LIABILITY	**LBLTY**
LBLTY	
LIBERTY	**LBRTY**
LBRTY	
LIBTY	
LIBRARIAN	**LIBRN**
LBRN	
LIB	
LIBR	
LIBRN	
LIBRARY	**LBRY**
LBRRY	
LBRY	
LIB	
LIBRAR	
LIBRY	
LICENSED	**LCNSD**
LCNSD	
LIEUTENANT	**LT**
LT	
LIGHT	**LGT**
LGT	
LIT	
LIGHTER	**LGHTR**
LGHTR	
LIGHTING	**LIGHT**
LGHTG	
LIGHT	
LTG	

Common Presentation	Postal Service Standard
LIMIT	**LMT**
LMT	
LIMITED	**LTD**
LMTD	
LTD	
LIMITLESS	**LMTLSS**
LMTLSS	
LIMOUSINE	**LIMO**
LIMO	
LIMOSINE	
LIMSNE	
LINEN	**LIN**
LIN	
LINGERIE	**LNGR**
LNGR	
LINOLEUM	**LNLM**
LNLM	
LIQUID	**LQD**
LQD	
LIQUOR	**LQR**
LQ	
LQR	
LITHOGRAPH	**LITHO**
LITHO	
LITHOGRAPHER	**LITHOR**
LITHO	
LITHOR	
LITHOGRAPHIC	**LITHOC**
LITHOC	
LITHOGRAPHING	**LITHOG**
LITHO	
LITHOG	
LITHOGRAPHY	**LITHOY**
LITHOY	
LITTLE	**LTL**
LTL	
LIVERY	**LV**
LV	
LIVESTOCK	**LVSTCK**
LVSTCK	
LVSTK	
LIVING	**LVNG**
LVNG	
LOADER	**LODR**
LDR	
LODR	
LOADING	**LDNG**
LDNG	

Common Presentation	Postal Service Standard
LOBSTER	**LBSTR**
LBSTR	
LOCAL	**LCL**
LCL	
LOC	
LOCATION	**LCTN**
LCTN	
LOCKER	**LCKR**
LCKR	
LOCKSMITH	**LOKSMTH**
LCKSMTH	
LOCKSMTH	
LSMITH	
LOCOMOTIVE	**LOCOM**
LOCOM	
LODGE	**LDG**
LDG	
LDGE	
LODG	
LOGGING	**LOG**
LOG	
LOGIC	**LGC**
LGC	
LOGICAL	**LGCL**
LGCL	
LOGISTIC	**LOGISTC**
LOGISTC	
LOGS	
LOGISTICIAN	**LOGISTN**
LOUNGE	**LNG**
LNG	
LUBRICANT	**LUBR**
LUBR	
LUBRICNT	
LUBRICATION	**LUBE**
LUBE	
LUCKY	**LCKY**
LCKY	
LUGGAGE	**LUG**
LUG	
LUMBER	**LMBR**
LBR	
LMBR	
LUTHERAN	**LUTH**
LUTH	
MACARONI	**MCRN**
MCRN	

Common Presentation	Postal Service Standard
MACHINE	**MACH**
MACH	
MCH	
MCHINE	
MACHINER	**MACHR**
MACH	
MACHR	
MACHINERY	**MACHY**
MACH	
MACHY	
MCHY	
MACHINING	**MACHG**
MACH	
MACHG	
MACHINIST	**MACHST**
MACH	
MACHST	
MAGAZINE	**MAG**
MAG	
MAGIC	**MGC**
MGC	
MAGNETIC	**MGNTC**
MGNTC	
MAGNETO	**MGNTO**
MGNTO	
MAILER	**MLR**
MLR	
MAILSTOP CODE	**MSC**
MS	
MS#	
MSC	
MAINSAIL	**MNSL**
MNSL	
MAINTENANCE	**MNTNC**
MAINT	
MNTNC	
MTNCE	
MAJESTIC	**MJSTC**
MJSTC	
MAJOR	**MJR**
MAJ	
MJR	
MAMMOGRAPHY	**MAMGRAPHY**
MAMGRPHY	
MANAGE	**MANAG**
MANAG	
MNG	

Common Presentation	Postal Service Standard
MANAGEMENT	**MGMT**
MANAGE	
MANGMNT	
MGMENT	
MGMT	
MGT	
MNGMNT	
MNGMT	
MNGN	
MANAGER	**MGR**
MANAGE	
MG	
MGR	
MNAGER	
MNGR	
MANAGERIAL	**MGRL**
MGRL	
MANAGING	**MNGNG**
MGNG	
MNG	
MNGNG	
MANOR	**MNR**
MNR	
MANPOWER	**MNPWR**
MNPWR	
MANUFACTURE	**MFR**
MANF	
MANUF	
MFR	
MANUFACTURER	**MFGR**
MFGR	
MFR	
MANUFACTURING	**MFG**
MANUFACTURI	
MFG	
MFGNG	
MAPLE	**MPL**
MPL	
MARATHON	**MRTHN**
MRTHN	
MARBLE	**MRBL**
MBL	
MRBL	
MARINA	**MRNA**
MRNA	
MARINE	**MRNE**
MAR	
MRNE	

Common Presentation	Postal Service Standard
MARITIME	**MRTM**
MRTM	
MARKET	**MKT**
MKT	
MRKT	
MARKETER	**MRKTR**
MRKTR	
MARKETING	**MKTG**
MKT	
MKTG	
MKTING	
MKTNG	
MRKT	
MRKTG	
MARKETPLACE	**MRKTPLC**
MRKTPLC	
MARKING	**MKG**
MKG	
MARSHALL	**MRSHLL**
MRSHLL	
MASON	**MSN**
MSN	
MASONIC	**MSNC**
MSNC	
MASONRY	**MASON**
MASON	
MSN	
MASTER	**MSTR**
MSTR	
MATERIAL	**MTRL**
MATL	
MTL	
MTRL	
MATERIEL	**MATL**
MTREL	
MATERNITY	**MTRNTY**
MTRNTY	
MATTRESS	**MATRS**
MAT	
MATRS	
MATT	
MATTRS	
MAYOR	**MAY**
MAY	
MYR	
MEADOW	**MDWS**
MDW	
MEASURE	**MSR**
MSR	

Common Presentation	Postal Service Standard
MEASUREMENT	**MSRMNT**
MEASUREMNT	
MSRMNT	
MECHANIC	**MECH**
MCHNC	
MECH	
MECHANICAL	**MECHL**
MECH	
MECHL	
MEDIA	**MEDIA**
MED	
MEDICAL	**MEDCL**
MDCL	
MED	
MEDCL	
MEDIC	
MEDL	
MEDICAMENT	**MEDCMNT**
MEDCMNT	
MEDICINE	**MEDCN**
MED	
MEDCN	
MEDIUM	**MEDM**
MED	
MEDM	
MEETING	**MTG**
MTG	
MELANGE	**MLNG**
MLNG	
MEMBER	**MBR**
MBR	
MEMBERSHIP	**MBRSHP**
MBRSHP	
MEMBRANE	**MBRM**
MBRM	
MEMORANDUM	**MEMO**
MEMO	
MEMORIAL	**MEML**
MEM	
MEML	
MEMRL	
MEMORY	**MEM**
MEM	
MENNONITE	**MENIT**
MENIT	
MENTAL	**MNTL**
MENT	
MNTL	

Common Presentation	Postal Service Standard
MERCANTILE	**MERCTL**
MERC	
MERCTL	
MERCHANDISE	**MDSE**
MDSE	
MERCHANDISER	**MRCHNDSR**
MRCHNDSR	
MERCHANDISING	**MDSNG**
MDSNG	
MERCH	
MHDSG	
MERCHANT	**MRCHNT**
MCHNT	
MRCHNT	
MERCURY	**MERC**
MERC	
MERIDIONAL	**MRDNL**
MRDNL	
METAL	**METL**
MET	
METL	
MTL	
METALLIZING	**MTLNG**
MTLNG	
METALLURGICAL	**METLLRGCL**
MET	
METLLRGCL	
METALLURGIST	**METLLRGST**
MET	
METLLRGST	
METALLURGY	**MTLGY**
MTLGY	
METEOROLOGIST	**METRLGST**
MET	
METRLGST	
METHOD	**METH**
METH	
METHODIST	**METHDST**
METH	
METHDST	
METRIC	**MTRC**
MTRC	
METROPOLITAN	**METRO**
METRO	
MEXICAN	**MEX**
MEX	
MICRO	**MCR**
MCR	

Common Presentation	Postal Service Standard
MICROBIOLOGY	**MCRBLGY**
MCRBLGY	
MICROCOMPUTER	**MCRCMPTR**
MCRCMPTR	
MICRO	
MICRODATA	**MCRDT**
MCRDT	
MICROELECTRONIC	**MCRELCTRNC**
MCRELCTRNC	
MICROFICHE	**MCRFCH**
MCRFCH	
MICROWAVE	**MCRWV**
MCRWV	
MIDDLE	**MID**
MID	
MIDL	
MIDLAND	**MDLND**
MDLND	
MIDSHIPMAN	**MDSHPMN**
MDSHPMN	
MIDTOWN	**MDTWN**
MDTWN	
MIDWAY	**MDWY**
MDWY	
MIDWEST	**MDWST**
MDWST	
MIDWST	
MIDWESTERN	**MDWSTRN**
MDWSTRN	
MILIEU	**ML**
ML	
MILITARY	**MLTRY**
MLTRY	
MILLINERY	**MILNRY**
MLY	
MILLING	**MIL**
MIL	
MILLWORK	**MLLWK**
MLLWK	
MINERAL	**MNRL**
MIN	
MNRL	
MINIATURE	**MINI**
MINI	
MINING	**MIN**
MIN	
MINNG	
MINISTER	**MINSTR**
MNTR	

Common Presentation	Postal Service Standard
MINISTRY	**MNSTRY**
MNSTRY	
MINISCULE	**MNSCL**
MNSCL	
MIRROR	**MIR**
MIR	
MISCELLANEOUS	**MISC**
MISC	
MISSILE	**MIS**
MIS	
MISSION	**MSSN**
MSN	
MSSN	
MISSIONARY	**MSSNRY**
MSSNRY	
MISTER	**MR**
MR	
MIXED	**MXD**
MXD	
MIXING	**MIX**
MIX	
MOBILE	**MBL**
MBL	
MO	
MOB	
MOCCASIN	**MOC**
MOC	
MODEL	**MDL**
MDL	
MODERN	**MOD**
MDRN	
MOD	
MOLDED	**MLD**
MLD	
MOLDING	**MLDG**
MLDG	
MONASTERY	**MONSTRY**
MONSTRY	
MONEY	**MNY**
MNY	
MONITORING	**MNTRNG**
MNTRNG	
MONOGRAM	**MNGRM**
MNGRM	
MONTHLY	**MNTHLY**
MNTHLY	
MONUMENT	**MNMT**
MNMT	
MONU	

Common Presentation	Postal Service Standard
MOOSE	**MSE**
MSE	
MORTGAGE	**MRTG**
MORTG	
MORTGE	
MRTG	
MRTGE	
MTG	
MTGE	
MORTICIAN	**MORT**
MORT	
MORTUARY	**MRTRY**
MRTRY	
MOSAIC	**MOSC**
MSC	
MOTEL	**MTL**
MTL	
MOTHER	**MTHR**
MTHR	
MOTIF	**MTF**
MTF	
MOTION	**MOTN**
MOTN	
MTN	
MOTOR	**MTR**
MTR	
MOTORCYCLE	**MTRCYL**
MTCYC	
MOULAGE	**MLG**
MLG	
MOULDING	**MLDNG**
MLDNG	
MOUNT	**MT**
MT	
MOUNTAIN	**MTN**
MNTN	
MOUNTIN	
MTN	
MOVEMENT	**MVMNT**
MVMNT	
MOVER	**MVR**
MVR	
MOVIE	**MOV**
MOV	
MOVING	**MOVE**
MOVE	
MVG	
MOWER	**MWR**
MWR	

Common Presentation	Postal Service Standard
MUFFLER	**MUFLR**
MFLR	
MUFLR	
MUNICIPAL	**MNCPL**
MNCPL	
MUNICIPALITY	**MNCPLTY**
MNCPLTY	
MUSEUM	**MUS**
MUS	
MUSIC	**MUSC**
MUS	
MUSC	
MUSICAL	**MUSCL**
MUSCL	
MUTUAL	**MUTL**
MTL	
MUTL	
MYSTIC	**MYSTC**
MYSTC	
NATION	**NAT**
NAT	
NATIONAL	**NATL**
NATL	
NTL	
NATIONWIDE	**NTNWD**
NTNWD	
NATURAL	**NTRL**
NTRL	
NATURALLY	**NTRLLY**
NTRLLY	
NAUTICAL	**NTCL**
NTCL	
NAVAL	**NVL**
NVL	
NAVEL	**NVEL**
NVEL	
NAVIGATION	**NVGTN**
NVGTN	
NAZARENE	**NAZ**
NAZ	
NECESSITY	**NEC**
NEC	
NECKWEAR	**NCKWR**
NCKWR	
NEIGHBORHOOD	**NGHBRHD**
NGHBRHG	
NEPHROLOGY	**NEPH**
NEPH	

Common Presentation	Postal Service Standard
NETWORK	**NTWRK**
NET	
NETWK	
NTK	
NTWK	
NTWRK	
NETWORKING	**NTWRKNG**
NTWRKNG	
NEUROBIOLOGY	**NEUROBIOL**
NEUROBIOL	
NEUROLOGIST	**NEUROLGST**
NEUROLGST	
NEUROLOGY	**NRLGY**
NRLGY	
NEWSPAPER	**NWSPPR**
NSWPPR	
NINTH	**9TH**
IX	
9TH	
NONCOMMISSIONED	**NC**
NC	
NONFERROUS	**NFER**
NFER	
NORTHERN	**NTHRN**
NTHRN	
NORTHSIDE	**NRTHSD**
NRTHSD	
NORTHWESTERN	**NWN**
NWN	
NOTION	**NOT**
NOT	
NOVELTY	**NOVLT**
NOVLT	
NUCLEAR	**NUC**
NUC	
NURSE	**NUR**
NUR	
NURSERY	**NRSY**
NRSY	
NURS	
NURSING	**NURSE**
NURSE	
NUTRITION	**NUTRI**
NTRTN	
NUTRI	
OBSERVATORY	**OBSRVTRY**
OBSRVTRY	
OBSTETRIC	**OBST**
OBST	

Common Presentation	Postal Service Standard
OBSTETRICIAN	**OB**
OB	
OBSTRCN	
OCCUPATION	**OCCUPTN**
OCCUPTN	
OCCUPATIONAL	**OCCUPTNL**
OCCUP	
OCCUPTNL	
OCEAN	**OCN**
OCN	
OFFICE	**OFC**
OFC	
OFCE	
OFF	
OFFC	
OFFICER	**OFCR**
OFFICR	
OFFR	
OFFICIAL	**OFCL**
OFCL	
ONCOLOGIST	**ONCOL**
ONCOL	
OPERATING	**OPG**
OP	
OPG	
OPRTNG	
OPERATION	**OPRN**
OP	
OPER	
OPN	
OPR	
OPRN	
OPERATIONAL	**OPRTNL**
OP	
OPRTNL	
OPERATIVE	**OPTV**
OPER	
OPTV	
OPERATOR	**OPR**
OP	
OPER	
OPR	
OPRTR	
OPHTHALMIC	**OPHT**
OPHT	
OPHTHALMOLOGIST	**OPH**
OPH	
OPPORTUNITY	**OPRTNTY**
OPRTNTY	

Common Presentation	Postal Service Standard
OPTICAL	**OPTIC**
OPT	
OPTIC	
OPTICIAN	**OPTCN**
OPT	
OPTCN	
OPTOMETRIST	**OPTOM**
OPTOM	
ORANGE	**ORNG**
ORNG	
ORCHARD	**ORCH**
ORCH	
ORCHRD	
ORDER	**ORDR**
ORD	
ORDR	
ORDERING	**ORDNG**
ORDNG	
ORDINATOR	**ORDNTR**
ORDNTR	
ORDNANCE	**ORD**
ORD	
ORGANIZATION	**ORGN**
ORGN	
ORGANIZATIONAL	**ORGNL**
ORGNL	
ORIENTAL	**ORNTL**
ORNTL	
ORNAMENTAL	**ORNMTL**
ORNA	
ORNMTL	
ORTHOPEDIC	**ORTHO**
ORTHO	
ORTHPD	
ORTHOPTIST	**ORTHOPTST**
ORTHOPTST	
OSTEOPATH	**OSTEOPTH**
OSTEO	
OSTEOPTH	
OSTEOPATHIC	**OSTEOPTHC**
OSTEO	
OSTEOPTHC	
OTOLOGY	**OTO**
OTO	
OTORHINOLRYNGY	**OTRHNLRYNGY**
OTRHNLRYNGY	
OUTDOOR	**OTDR**
OTDR	

Common Presentation	Postal Service Standard
OUTLET	**OUTLT**
OTLT	
OUTL	
OUTLT	
OVERHEAD	**OVRHD**
OVRHD	
OVERSIGHT	**OVRSGHT**
OVRSGHT	
OWNER	**OWNR**
ONR	
OWN	
OWNE	
OWNR	
OWR	
PACIFIC	**PAC**
PAC	
PCF	
PACKAGE	**PKG**
PKG	
PACKAGING	**PKGNG**
PACKG	
PKG	
PKGNG	
PACKER	**PKR**
PKR	
PACKING	**PCKG**
PCKG	
PKG	
PADDING	**PDG**
PDG	
PAINT	**PNT**
PNT	
PAINTER	**PNTR**
PNTR	
PTR	
PAINTING	**PAINT**
PAINT	
PNT	
PNTG	
PNTNG	
PALACE	**PALC**
PALC	
PLC	
PANCAKE	**PNCK**
PNCK	
PANHANDLE	**PNHDL**
PNHDL	
PANTRY	**PNTRY**
PNTRY	

Common Presentation	Postal Service Standard
PAPER	**PPR**
PPR	
PAPERBOARD	**PPRBD**
PPRBD	
PARADISE	**PRDS**
PRDS	
PARKING	**PARK**
PARK	
PRKG	
PARKWAY	**PKWY**
PKWY	
PKY	
PARLOR	**PRLR**
PRLR	
PARTICLEBOARD	**PTLBD**
PTLBD	
PARTNER	**PRTNR**
PARTN	
PARTNR	
PATNR	
PRT	
PRTNR	
PT	
PTNR	
PTR	
PARTNERSHIP	**PRTNRSHP**
PRTNRSHP	
PARTY	**PTY**
PTY	
PASSENGER	**PSSGR**
PASS	
PASTOR	**PSTR**
PST	
PSTR	
PATCH	**PTCH**
PTCH	
PATENT	**PATNT**
PAT	
PATNT	
PATHOLOGIST	**PTHLGST**
PTHLGST	
PATHOLOGY	**PATH**
PATH	
PATIO	**PAT**
PAT	
PATTERN	**PTTRN**
PTTRN	

Common Presentation	Postal Service Standard
PAVING	**PAVE**
PAV	
PAVE	
PVG	
PAWNBROKER	**PWNBKR**
PWNPKR	
PAYABLE	**PAYABL**
PAY	
PAYABL	
PAYMENT	**PYMT**
PYMT	
PEDIATRIC	**PEDTRC**
PED	
PEDTRC	
PEDIATRICIAN	**PED**
PED	
PENNEY	**PNY**
PNY	
PENINSULA	**PEN**
PEN	
PENSION	**PNSN**
PNSN	
PENTECOSTAL	**PENTE**
PENT	
PENTE	
PNTCSTL	
PEOPLE	**PPL**
PPL	
PERFECT	**PERF**
PERF	
PRFCT	
PERFORMANCE	**PERFORM**
PERF	
PERFORM	
PERIODICAL	**PERI**
PERI	
PERIODONTIST	**PRDNTST**
PRDNTST	
PERSONAL	**PRSNL**
PER	
PERS	
PRSNL	
PERSONNEL	**PRSNNL**
PERS	
PRSNL	
PRSNNL	
PESTICIDE	**PST**
PST	

Common Presentation	Postal Service Standard
PETROLEUM	**PETRO**
PETRO	
PETTY	**PTTY**
PTTY	
PHARMACEUTICAL	**PHARML**
PHARNL	
PHRM	
PHARMACIST	**PHRMST**
PHARM	
PHRMST	
PHARMACY	**PHARM**
PHARM	
PHRM	
PHRMCY	
PHONE	**PH**
PHN	
PHONOGRAPH	**PHONO**
PHONO	
PHOTOGRAPH	**PHOTO**
PHOTO	
PHOTOGRAPHER	**PHOTOGR**
PHOTOGR	
PHOTOGRAPHY	**PHOTO**
PHOTO	
PHYSICAL	**PHYSCL**
PHYS	
PHYSCL	
PHYSICIAN	**PHYS**
PHYS	
PHYSCN	
PHYSICIST	**PHYST**
PHYS	
PHYST	
PIANO	**PNO**
PNO	
PICTURE	**PIC**
PCTR	
PIC	
PIEDMONT	**PDMNT**
PDMNT	
PIONEER	**PNR**
PNR	
PIZZA	**PZ**
PZ	
PZA	
PIZZERIA	**PZA**
PZ	
PZA	

Common Presentation	Postal Service Standard
PLACE	**PL**
PL	
PLAIN	**PLN**
PLN	
PLANNER	**PLNR**
PLNR	
PLANNING	**PLAN**
PLAN	
PLG	
PLN	
PLNG	
PLNNG	
PLANT	**PLNT**
PLNT	
PLT	
PLASTERING	**PLST**
PLST	
PLASTIC	**PLAS**
PLAS	
PLST	
PLATING	**PLTG**
PLTG	
PLATOON	**PLTN**
PLTN	
PLAZA	**PLZ**
PLZ	
PLEASANT	**PLSNT**
PLSNT	
PLUMBER	**PLMBR**
PLMBR	
PLUMBING	**PLBG**
PLUMB	
PLYWOOD	**PLYWD**
PLYWD	
PODIATRIST	**PDTRST**
PDTRST	
POINT	**PT**
PT	
POLICE	**PLC**
PLC	
POL	
POLICY	**PLCY**
PLCY	
POLISHING	**POLSG**
POLSG	
POLLUTION	**POLTN**
POLTN	

Common Presentation	Postal Service Standard
PORTER	**PRTR**
PRTR	
PTR	
POSITION	**PSTN**
PSTN	
POSTAL	**PSTL**
PSTL	
POSTMASTER	**PM**
PM	
POTTERY	**POT**
POT	
POULTRY	**PLTY**
PLTY	
POWER	**PWR**
PWR	
PRACTICAL	**PRACL**
PRAC	
PRACL	
PRACTICE	**PRAC**
PRAC	
PRCTC	
PRACTITIONER	**PRACTNR**
PRAC	
PRACTNR	
PRCTTNR	
PRAIRIE	**PR**
PR	
PRECISION	**PRCSN**
PRCSN	
PREFABRICATED	**PFAB**
PFAB	
PREFERRED	**PREF**
PREF	
PREMIER	**PREM**
PREM	
PREPARATION	**PREP**
PREP	
PREPARER	**PRPRR**
PRPRR	
PRESBYTERIAN	**PRESBY**
PRES	
PRESBY	
PRSBY	
PRESCHOOL	**PRSCHL**
PRSCHL	
PRESCRIPTION	**PRESCR**
PRESCR	
PRESERVING	**PRSV**
PRSV	

Common Presentation	Postal Service Standard
PRESIDENT	**PRES**
PR	
PRES	
PRS	
PRESS	**PRS**
PRS	
PRESSING	**PRSG**
PRSG	
PRESTIGE	**PRSTG**
PRSTG	
PREVENTION	**PRVNTN**
PRVNTN	
PRICE	**PRC**
PRC	
PRIDE	**PRD**
PRD	
PRIEST	**PRST**
PR	
PRST	
PRIME	**PRM**
PRM	
PRINCE	**PRNC**
PR	
PRNC	
PRINCIPAL	**PRIN**
PRIN	
PRINC	
PRN	
PRNCPL	
PRINT	**PRT**
PRT	
PRINTER	**PRINTR**
PRINT	
PRINTR	
PRTR	
PRINTING	**PRINTG**
PRINT	
PRINTG	
PRNTNG	
PRTG	
PTG	
PRIVATE	**PVT**
PVT	
PROCESS	**PRCS**
PRCS	
PROCES	

Common Presentation	Postal Service Standard
PROCESSING	**PRCSG**
PRCS	
PRCSG	
PRCSNG	
PROC	
PROCESSOR	**PRCSR**
PRCSR	
PROCUREMENT	**PRCMNT**
PRCMNT	
PROCU	
PRODUCE	**PROD**
PROD	
PRODUCER	**PRODR**
PROD	
PRODR	
PRODUCING	**PRDCNG**
PRDCNG	
PRODUCT	**PRODT**
PRO	
PROD	
PRODT	
PRODUCTION	**PRODN**
PRD	
PRDTN	
PROD	
PRODCTN	
PRODN	
PRODT	
PRODUCTIVITY	**PRDCTVTY**
PRDCTVTY	
PROFESSIONAL	**PRO**
PRO	
PROF	
PROFL	
PROFESSOR	**PROF**
PROF	
PROGRAM	**PRGM**
PRGM	
PROG	
PROGRAMMER	**PRGRMR**
PRGMR	
PRGRMR	
PROG	
PROGR	
PROGRAMER	
PROGRMMR	
PROGRAMMING	**PRGMNG**
PRGMNG	

Common Presentation	Postal Service Standard
PROGRESSIVE	**PROGS**
PROG	
PROGS	
PROJECT	**PROJ**
PRJ	
PROJ	
PROMOTION	**PROM**
PROM	
PROPANE	**PROPN**
LPG	
PROPN	
PRPN	
PROPERTY	**PROP**
PROP	
PRPTY	
PROPRIETARY	**PROPTY**
PROPTY	
PROTECTION	**PROTECT**
PROTCTN	
PROTECT	
PRTCTN	
PROTECTIVE	**PRTCTV**
PRTCTV	
PROTESTANT	**PRTSTNT**
PRTSTNT	
PROVIDENCE	**PRVDNCE**
PRVDNC	**PRVDNC**
PROVINCE	**PROVNC**
PROV	
PROVNC	
PROVISION	**PROVSN**
PROV	
PROVSN	
PSYCHIATRIC	**PSYCHC**
PSYCH	
PSYCHC	
PSYCHIATRIST	**PSYCH**
PSYCH	
PSYCHIATRY	**PSYCHY**
PSYCH	
PSHYCHY	
PSYCHOLOGICAL	**PSYCHL**
PSYCH	
PSYCHL	
PSYCHOLOGIST	**PSYC**
PSYC	

Common Presentation	Postal Service Standard
PSYCHOLOGY	**PSYCY**
PSYC	
PSYCH	
PSYCLGY	
PUBLIC	**PUB**
PBLC	
PUB	
PUBLICATION	**PUBLCTN**
PBLCNTN	
PUBL	
PUBLCTN	
PUBLISHER	**PUBLR**
PBLSHR	
PUB	
PUBL	
PUBLR	
PUBLSHR	
PUBLISHING	**PBLSHNG**
PBLSHNG	
PUB	
PUBG	
PUMPING	**PMPG**
PMPG	
PUNCH	**PNCH**
PNCH	
PURCHASE	**PURCH**
PUR	
PURCH	
PURCHASER	**PURCHR**
PUR	
PURCHR	
PURCHASING	**PRCHNG**
PRCHNG	
PURCH	
QUADRANGLE	**QUAD**
QUAD	
QUALITY	**QLTY**
QLTY	
QUAL	
QULTY	
QUANTITY	**QTY**
QTY	
QUARRY	**QUAR**
QUAR	
QUARTER	**QTR**
QTR	
QUEEN	**QN**
QN	

Common Presentation	Postal Service Standard
QUICK	**QCK**
QCK	
RABBI	**RBB**
RBB	
RACING	**RACG**
RACG	
RADIATOR	**RADTR**
RAD	
RADTR	
RADIO	**RDO**
RDO	
RADIOLOGIST	**RAD**
RAD	
RADIOLOGY	**RADY**
RAD	
RADY	
RAILROAD	**RR**
R R	
RR	
RAILWAY	**RLWY**
RLWY	
RAINBOW	**RNBW**
RNBW	
RANCH	**RNCH**
RNCH	
READABLE	**RDBL**
RDBL	
READY	**RDY**
RDY	
REALTOR	**RLTR**
RLTR	
REALTY	**RLTY**
RLTY	
REBUILDER	**RBLDR**
RBLDR	
RECEIPT	**RECPT**
REC	
RECP	
RECPT	
RECEIVABLE	**RCVBL**
RCV	
RECEIVE	**RCV**
RCV	
RECEIVED	**RCVD**
RCVD	
RECEIVING	**RCVNG**
RCVNG	
RECONSTRUCTIVE	**RECNSTRCTV**
RECNSTRCTV	

Common Presentation	Postal Service Standard
RECORD REC	**REC**
RECOVERY RECVY	**RECVY**
RECREATION RCRTN REC	**RCRTN**
RECREATIONAL RCRTNL RECRTL	**RCRTNL**
RECRUITER RCRTR	**RCRTR**
RECRUITING RECRUIT	**RECRUIT**
RECYCLING RCYCLNG RECYCLE	**RECYCLE**
REDUCTION RDCTN	**RDCTN**
REFERENCE REF	**REF**
REFINERY RFNRY	**RFNRY**
REFINING REF RFNG	**RFNG**
REFRACTORY REFR	**REFR**
REFRIGERATION REFRIG RFRGRTN	**REFRIG**
REFRIGERATOR RFRG	**RFRG**
REGION REG REGN	**REGN**
REGIONAL REG REGL REGNL	**REGL**
REGISTER REG RGSTR	**REG**
REGISTERED REG REGD	**REGD**
REGISTRAR REG REGR	**REGR**

Common Presentation	Postal Service Standard
REGISTRY RGSTY	**RGSTY**
REGULATORY RGLTRY	**RGLTRY**
REHABILITATION REHAB	**REHAB**
RELATED RLTD	**RLTD**
RELATION REL RELA	**REL**
RELIABLE RELI	**RELI**
RELOCATION RLCTN	**RLCTN**
REMEDIAL RMDL	**RMDL**
REMODELING REMOD RMDLG	**REMOD**
RENTAL RENT RNT RNTL	**RENT**
REPAIR REPR RPR	**RPR**
REPORT REP REPT	**REPT**
REPORTER REP REPTR	**REPTR**
REPRESENTATIVE REP	**REP**
REPUBLIC REPB	**REPB**
REPUBLICAN REPUB	**REPUB**
REQUIREMENT RQRMNT	**RQRMNT**
RESEARCH RES RSCH RSRCH	**RSRCH**
RESERVE RESV	**RESV**
RESIDENCE RSDNC	**RSDNC**

Common Presentation	Postal Service Standard
RESIDENT RES RSDNT	**RES**
RESORT RESRT	**RESRT**
RESOURCE RES RESRC RSCE RSRC	**RESRC**
RESPONSIBLE RESP	**RESP**
RESTAURANT RSTRNT	**RSTRNT**
RESTORATION RESTOR RSTRTN	**RESTOR**
RETAIL RTL	**RTL**
RETAILER RET	**RET**
RETARDATION RTRDTN	**RTRDTN**
RETIRED RET RTRD	**RTRD**
RETIREMENT RTRMNT	**RTRMNT**
RETRAINING RETRNG	**RETRNG**
REVEREND REV	**REV**
RIDGE RDG	**RDG**
RIVER RIV RIVR RVR	**RIV**
ROADWAY RDWY	**RDWY**
ROCKY RCKY	**RCKY**
ROOFING ROOF ROOFG	**ROOF**
ROUND RND	**RND**

Common Presentation	Postal Service Standard
ROUTE	**RT**
RT	
RTE	
ROYAL	**RYL**
RYL	
ROYALTY	**ROY**
ROY	
RUBBER	**RBR**
RBR	
RURAL	**RUR**
RUR	
SADDLERY	**SAD**
SAD	
SAFETY	**SFTY**
SFTY	
SAINT	**ST**
ST	
SALES	**SLS**
SLS	
SALESMAN	**SLSMN**
SLSMAN	
SLSMN	
SALON	**SLN**
SLN	
SALOON	**SLON**
SLN	
SLON	
SALVAGE	**SLVG**
SALV	
SLVG	
SALVATION	**SLVTN**
SLVTN	
SANDWICH	**SNDWCH**
SAND	
SNDWCH	
SANITARY	**SANI**
SANI	
SANITATION	**SANITN**
SANI	
SANITN	
SATELLITE	**SAT**
SAT	
SATISFACTION	**STSFCTN**
STSFCTN	
SAVINGS	**SVNGS**
SAV	
SAVE	
SVNGS	

Common Presentation	Postal Service Standard
SCHOOL	**SCHL**
SCH	
SCHL	
SCIENCE	**SCI**
SC	
SCI	
SCIENTIFIC	**SCNTFC**
SCI	
SCNTFC	
SCIENTIST	**SCNTST**
SCNTST	
SCREEN	**SCRN**
SCRN	
SEAFOOD	**SEAFD**
SEAFD	
SEAMAN	**SMN**
SMN	
SEASON	**SN**
SN	
SECOND	**2ND**
II	
SEC	
2	
2ND	
SECRETARIAL	**SECL**
SEC	
SECL	
SECRETARY	**SECY**
SEC	
SECR	
SECT	
SECTY	
SECY	
SECTION	**SECT**
SCTN	
SECT	
SECTIONAL	**SECTL**
SECT	
SECTL	
SECURITY	**SEC**
SCRTY	
SEC	
SEMINARY	**SMRY**
SMRY	
SENATOR	**SEN**
SEN	
SENIOR	**SR**
SR	

Common Presentation	Postal Service Standard
SENSORY	**SNSRY**
SNSRY	
SEPTIC	**SPTC**
SPTC	
SERGEANT	**SGT**
SEGT	
SERGNT	
SG	
SGT	
SERIAL	**SER**
SER	
SERVICE	**SVC**
SER	
SERV	
SERVIC	
SRV	
SV	
SVC	
SVCE	
SEVENTH	**7TH**
VII	
7TH	
SEWER	**SWR**
SWR	
SEWING	**SEW**
SEW	
SHADE	**SHD**
SHD	
SHEAR	**SHR**
SHR	
SHEET	**SHT**
SHT	
SHELL	**SHL**
SHL	
SHERIFF	**SHER**
SH	
SHER	
SHERIF	
SHIELD	**SHLD**
SHLD	
SHIFT	**SHFT**
SHFT	
SHIPBUILDING	**SHIPBLDG**
SHIPBLDG	
SHIPPING	**SHIPG**
SHIPG	
SHPNG	
SHOPPE	**SHP**
SHP	

Common Presentation	Postal Service Standard
SHOPPING	**SHPG**
SHOPG	
SHORE	**SHOR**
SHOR	
SHR	
SHOWCASE	**SHWCS**
SHWCS	
SIDING	**SIDE**
SIDE	
SILVER	**SLVR**
SLVR	
SILVERPLATING	**SILPLTG**
SILPLTG	
SILVERWARE	**SILWR**
SILWR	
SISTER	**SIS**
SIS	
SR	
SIXTH	**6TH**
VI	
6TH	
SKILL	**SKLL**
SKLL	
SMALL	**SM**
SM	
SML	
SMELTING	**SMELT**
SMELT	
SOCIAL	**SCL**
SCL	
SOC	
SOCIETY	**SCTY**
SCTY	
SOC	
SOFTWARE	**SFTWR**
SFTWE	
SFTWR	
SOFT	
SOLAR	**SLR**
SLR	
SOLICITOR	**SOLCR**
SOLCR	
SOLID	**SLD**
SLD	
SOLUTION	**SLTN**
SLTN	
SOUND	**SND**
SND	

Common Presentation	Postal Service Standard
SOURCE	**SRC**
SRC	
SOUTHERN	**STHRN**
STHRN	
SOUTHSIDE	**STHSD**
STHSD	
SOUVENIR	**SUV**
SUV	
SPACE	**SP**
SP	
SPC	
SPECIAL	**SPEC**
SPCL	
SPEC	
SPECIALIST	**SPCLST**
SPCLST	
SPEC	
SPECIALIT	
SPECIALTY	**SPCLTY**
SPC	
SPCLT	
SPCLTY	
SPEC	
SPECIFICATION	**SPCFCTN**
SPCFCTN	
SPECTRUM	**SPECT**
SPECT	
SPEED	**SPD**
SPD	
SPEEDOMETER	**SPDMTR**
SPDMTR	
SPEEDY	**SPDY**
SPDY	
SPONSOR	**SPON**
SPONG	
SPONSORING	**SPONG**
SPORT	**SPRT**
SPRT	
SPT	
SPORTING	**SPORT**
SPORT	
SPRTG	
SPTG	
SPORTSWEAR	**SPORTSWR**
SPORTSWR	
SPRING	**SPG**
SPG	
SPNG	
SPRNG	

Common Presentation	Postal Service Standard
SPRINKLER	**SPRINK**
SPRINK	
SQUARE	**SQ**
SQ	
STABLE	**STBL**
STBL	
STAFF	**STAF**
STAF	
STAINLESS	**STNLS**
STNLS	
STAMP	**STMP**
STMP	
STAMPING	**STAMPG**
STAMPG	
STANDARD	**STAND**
STAND	
STD	
START	**STRT**
STRT	
STATE	**STAT**
ST	
STAT	
STATION	**STA**
STA	
STATN	
STN	
STATIONER	**STATNR**
STATNR	
STATIONARY	**STATNRY**
STATNRY	
STY	
STEAK	**STK**
STK	
STEAM	**STM**
STM	
STEEL	**STL**
STL	
STEREO	**STER**
STER	
STR	
STERLING	**STRLNG**
STRLNG	
STOCK	**STCK**
STCK	
STOCKHOLDER	**STCKHLDR**
STCKHLDR	
STOCKYARD	**STKYD**
STKYD	

Common Presentation	Postal Service Standard
STONE	**STN**
STN	
STORAGE	**STGE**
STGE	
STOR	
STRGE	
STORE	**STR**
STR	
STOREKEEPER	**STRKP**
STRKP	
STRATEGIC	**STRTGC**
STRTGC	
STREET	**STRET**
ST	
STRET	
STRT	
STRUCTURAL	**STRL**
STRL	
STRUCTURED	**STRCTRD**
STRCTRD	
STUDENT	**STDNT**
STDNT	
STU	
STUDIO	**STD**
STD	
STUDY	**STUD**
STUD	
STUFF	**STFF**
STFF	
STYLE	**STYL**
STYL	
STYLING	**STYLG**
STYL	
STYLG	
STYLIST	**STYLST**
STYL	
STYLST	
SUBSCRIPTION	**SUBSCR**
SUB	
SUBSC	
SUBSCR	
SUBSCRON	
SUBSIDIARY	**SUBY**
SUB	
SUBY	
SUBSTANCE	**SBSTNC**
SBSTNC	
SUBSTITUTE	**SUB**
SUB	

Common Presentation	Postal Service Standard
SUBURBAN	**SUBN**
SUB	
SUBN	
SUBWAY	**SBWY**
SBWY	
SUGAR	**SUG**
SUG	
SUITE	**STE**
STE	
SUMMIT	**SMT**
SMT	
SUNDRY	**SNDRY**
SND	
SNDRY	
SUNRISE	**SNRS**
SNRS	
SUNSET	**SNST**
SNST	
SUNSHINE	**SNSHN**
SNSHN	
SUPER	**SPR**
SPR	
SUPERINTENDENT	**SUPT**
SUPT	
SUPERIOR	**SUPER**
SPR	
SUP	
SUPER	
SUPERMARKET	**SPRMRKT**
SPRMKT	
SPRMRKT	
SUPERVISING	**SUPVG**
SPVNG	
SUPVG	
SUPERVISION	**SUPRVSN**
SUPRVSN	
SUPERVISOR	**SUPVSR**
SPV	
SPVR	
SPVSR	
SUPER	
SUPV	
SUPVR	
SUPVSR	
SUPERVISORY	**SUPVRY**
SUPVRY	

Common Presentation	Postal Service Standard
SUPPLY	**SUPL**
SPLY	
SUP	
SUPL	
SUPLY	
SUPPORT	**SPPRT**
SPPRT	
SPRT	
SUPREME	**SPRM**
SPRM	
SURFACE	**SURFC**
SRFC	
SURFC	
SURGEON	**SRGN**
SRGN	
SURGERY	**SURG**
SRGRY	
SURG	
SURGY	
SURGICAL	**SURGCL**
SURGCL	
SURPLUS	**SURPL**
SRPLS	
SURPL	
SURVEY	**SRVY**
SRVY	
SURVEYOR	**SURVYR**
SURVYR	
SUSPENSION	**SUSPNSN**
SUSPNSN	
SWEEP	**SWP**
SWP	
SWEET	**SWT**
SWT	
SYNDICATE	**SYND**
SINDICATE	
SYNTHETIC	**SYNT**
SYNT	
SYSTEM	**SYST**
SYS	
SYST	
TABLE	**TBL**
TBL	
TACKLE	**TCKL**
TCKL	
TAILOR	**TLR**
TLR	
TAILORING	**TLRG**
TLRG	

Common Presentation	Postal Service Standard
TANNING TAN	**TAN**
TAVERN TAV TRVN	**TRVN**
TAXIDERMY TXDRMY	**TXDRMY**
TEACHER TEACH	**TEACH**
TECHNICAL TECH TECHL	**TECHL**
TECHNICIAN TECH TECHN	**TECHN**
TECHNOLOGICAL TCHNLGCL	**TCHNLGCL**
TECHNOLOGIST TECH	**TECH**
TECHNOLOGY TCHNLGY TECH TECHLGY TECHNOL	**TECHLGY**
TELECOMMUNICA-TION TELCOMMN TELECOM TELECOMM	**TELECOM**
TELEGRAPH TELG	**TELG**
TELEMARKETING TELMKTG	**TELMKTG**
TELEPHONE PHONE TELE	**TEL**
TELETYPE TLTYP	**TLTYP**
TELEVISION T V	**TV**
TELEX TLX	**TLX**
TEMPERATURE TEMP	**TEMP**
TEMPLE TMPL	**TMPL**
TEMPORARY TEMP TEMPY	**TEMPY**

Common Presentation	Postal Service Standard
TENNIS TEN	**TEN**
TENTH X 10TH	**10TH**
TERMINAL TRML TRMNL	**TRMNL**
TERMITE TRMT	**TRMT**
TERRACE TER TERR	**TER**
TESTING TEST TSTG	**TEST**
TEXTILE TEX TXTL	**TXTL**
THEATRE THTR	**THTR**
THEATRICAL THEA THTRCL	**THEA**
THERAPIST THRPST	**THRPST**
THERAPY THRPY	**THRPY**
THING THNG	**THNG**
THIRD III 3 3RD	**3RD**
THREAD THD	**THD**
THRIFT THRFT	**THRFT**
THRIFTY THRFT THRFTY	**THRFTY**
THRUWAY THRWY	**THRWY**
TIMBER TMBR	**TMBR**
TITLE TITL TTL	**TITL**

Common Presentation	Postal Service Standard
TOBACCO TOB	**TOB**
TOILET TOIL	**TOIL**
TOTAL TTL	**TTL**
TOUCH TCH	**TCH**
TOWER TWR	**TWR**
TOWING TOW	**TOW**
TOWN TWN	**TWN**
TOWNE TWN TWNE	**TWNE**
TOWNSHIP TWNSHP TWP	**TWP**
TRACTOR TRCTR	**TRCTR**
TRADE TRD	**TRD**
TRADESMAN TRDSMN	**TRDSMN**
TRADING TRADE TRDG	**TRADE**
TRAFFIC TRFC	**TRFC**
TRAIL TRL	**TRL**
TRAILER TRLR	**TRLR**
TRAINEE TRN	**TRN**
TRAINER TRNR	**TRNR**
TRAINING TRAIN TRNG	**TRAIN**
TRANSFER TRANSF TRNSFR	**TRNSFR**
TRANSFORMER TRANS TRANSFRMR	**TRANSFRMR**

Common Presentation	Postal Service Standard
TRANSIT	**TRAN**
TRAN	
TRNST	
TRANSMISSION	**TRANS**
TRANS	
TRANSM	
TRANSMSSN	
TRANSPORT	**TRNSPRT**
TRANS	
TRNSPRT	
TRNSPT	
TRANSPORTATION	**TRNSPRTN**
TRANSP	
TRNSP	
TRNSPRTN	
TRNSPTN	
TRAVEL	**TRVL**
TRVL	
TREASURE	**TREAS**
TREAS	
TREASURER	**TRES**
TR	
TREA	
TREAS	
TRES	
TRS	
TREASURY	**TRSRY**
TRSRY	
TREATMENT	**TRTMNT**
TRTMNT	
TRIANGLE	**TRI**
TRI	
TRINITY	**TRNTY**
TRNTY	
TRIPLE	**TRPL**
TRPL	
TROOPER	**TRPR**
TRPR	
TROPHY	**TROPH**
TROPH	
TROPICAL	**TRPCL**
TRPCL	
TRUCK	**TRCK**
TRCK	
TRUCKING	**TRCKNG**
TRCKG	
TRCKNG	

Common Presentation	Postal Service Standard
TRUST	**TRST**
TR	
TRST	
TRUSTEE	**TR**
TR	
TRSTE	
TURNPIKE	**TPKE**
TPK	
TPKE	
TYPESETTING	**TYPSG**
TYPSG	
TYPEWRITER	**TYPWRTR**
TYPTR	
TYPWRTR	
UNDERGRADUATE	**UNDGRAD**
UNDGRAD	
UNDERGROUND	**UNDGRD**
UNDGRD	
UNDERWEAR	**UNDWR**
UNDWR	
UNDERWRITER	**UNDERWRTR**
UNDERWRTR	
UNDRWRTR	
UNDERWRITING	**UNDERWRTNG**
UNDERWRTNG	
UNIFORM	**UNFRM**
UNF	
UNFRM	
UNIF	
UNION	**UN**
UN	
UNIQUE	**UNQ**
UNQ	
UNISEX	**UNSX**
UNSX	
UNITED	**UNTD**
UNTD	
UNITED STATES	**US**
US	
UNITED STATES OF AMERICA	**USA**
UNIVERSAL	**UNIVRSL**
UNIV	
UNIVRSL	
UNIVERSITY	**UNIV**
UNIV	
UNLIMITED	**UNLTD**
UNLTD	

Common Presentation	Postal Service Standard
UPHOLSTERER	**UPHLR**
UPHLR	
UPHOLSTERING	**UPHLSTRNG**
UPHLSTR	
UPHLSTRNG	
UPHOL	
UPHOLSTERY	**UPHLSTRY**
UPHL	
UPHLSTRY	
UPHOL	
URANIUM	**URNM**
URNM	
UROLOGY	**URO**
URO	
UTILITY	**UTLTY**
UTLTY	
UTILIZATION	**UTLZTN**
UTLZTN	
VACUUM	**VCM**
VAC	
VCM	
VALLEY	**VLY**
VALLY	
VLLY	
VLY	
VALUE	**VAL**
VAL	
VARIETY	**VRTY**
VAR	
VRTY	
VAULT	**VLT**
VLT	
VEGETABLE	**VEG**
VEG	
VEHICLE	**VEHIC**
VEHIC	
VEHK	
VENDING	**VNDNG**
VEND	
VNDNG	
VENTILATING	**VENT**
VENT	
VETERAN	**VETRN**
VET	
VETRN	
VETERINARIAN	**VET**
VET	
VETRN	

Common Presentation	Postal Service Standard
VETERINARY	**VETRNRY**
VET	
VETRNRY	
VIADUCT	**VIA**
VIA	
VICE	**V**
V	
VICTORY	**VCTRY**
VCTRY	
VIDEO	**VID**
VID	
VIKING	**VKG**
VKG	
VILLAGE	**VLG**
VLG	
VISION	**VSN**
VSN	
VISITING	**VSTNG**
VSTNG	
VISITOR	**VSTR**
VSTR	
VISTA	**VIS**
VIS	
VISUAL	**VISL**
VIS	
VISL	
VOCATION	**VOCN**
VOCN	
VOCATIONAL	**VOCNL**
VOCNL	
VOLUME	**VOL**
VOL	
VOLUNTARY	**VOLNTRY**
VOL	
VOLNTRY	
VOLUNTEER	**VOLNTR**
VULCANIZATION	**VULCN**
VULCN	
VUCANIZING	**VULC**
VULC	
WALKWAY	**WLKWY**
WLKWY	
WALLPAPER	**WLPAPER**
PAPER	
WLPAPER	
WLPR	

Common Presentation	Postal Service Standard
WARDEN	**WRDN**
WRDN	
WAREHOUSE	**WRHSE**
WHSE	
WRHSE	
WAREHOUSING	**WHSNG**
WHSNG	
WARRANT	**WRRNT**
WRRNT	
WASHING	**WSHG**
WSHG	
WASTE	**WST**
WST	
WASTEWATER	**WSTWTR**
WSTWTR	
WATER	**WTR**
WTR	
WEBER	**WBR**
WBR	
WEIGHT	**WGHT**
WGHT	
WT	
WELDING	**WELD**
WELD	
WLDG	
WESTERN	**WSTRN**
WSTRN	
WESTSIDE	**WSTSD**
WSTSD	
WHEEL	**WHL**
WHL	
WHEELER	**WHLR**
WHLR	
WHITE	**WHT**
WHT	
WHOLESALE	**WHOL**
WHLSE	
WHOL	
WHS	
WHSE	
WHSL	
WHOLESALER	**WHSLR**
WHSLR	
WINDOW	**WNDW**
WIN	
WNDW	

Common Presentation	Postal Service Standard
WIRING	**WIRG**
WIRG	
WITNESS	**WTNS**
WTNS	
WOMEN	**WMN**
WM	
WMN	
WOODWORK	**WOODWK**
WOODWK	
WOODWORKING	**WOODWKG**
WDWKG	
WOODWKG	
WOOLEN	**WOOL**
WOOL	
WORKER	**WRKR**
WKR	
WRKR	
WORKING	**WKG**
WKG	
WORKSHOP	**WRKSHP**
WRKSHP	
WORLD	**WLD**
WLD	
WRLD	
WORLDWIDE	**WRLDWD**
WRLDWD	
WRECKER	**WRCKR**
WRCKR	
WRECKING	**WRCKG**
WRCKG	
WRITER	**WRTR**
WRTR	
YACHT	**YCHT**
YCHT	
YELLOW	**YLW**
YLW	
YOGURT	**YGRT**
YGRT	
YOUNG	**YNG**
YNG	
YOUTH	**YTH**
YTH	

Appendix H

Standard Abbreviations for Spanish-Language Addresses

In many areas of the country, street names are influenced by Hispanic culture. In these areas, Spanish prefix words such as *AVENIDA, CALLE,* and *CAMINO* are frequently used as the first word of the street name and often combined with prepositional phrases such as *de, la, de las,* and the noun they are describing. For example, *AVENIDA DE LA ESTRELLA* and *CAMINO DE LAS VILLAS* are Hispanic words called *prefixes* because they normally occur at the beginning of the street name, while the English translation would be placed as a suffix in an address.

When the number of characters available for output on a mailpiece is restricted by the size of the label or other considerations, abbreviations and other data compression methods are frequently employed. While it is the preference of the Postal Service that all words in a mailing address appear fully spelled out, this section is intended to provide a set of standard abbreviations to be used when mailers encounter the following Spanish prefixes in the delivery address line and there is a need to compress the output to the mailpiece.

Spanish Prefix	Standardization	English Translation
AVENIDA	**AVE**	Avenue
CALLE	**CLL**	Street
CAMINITO	**CMT**	Little Road
CAMINO	**CAM**	Road
CERRADA	**CER**	Closed
CIRCULO	**CIR**	Circle
ENTRADA	**ENT**	Entrance
PASEO	**PSO**	Path
PLACITA	**PLA**	Little Plaza
RANCHO	**RCH**	Ranch
VEREDA	**VER**	Small Path
VISTA	**VIS**	View

Note: The English translation is provided for information only. Do not replace the Spanish words with the English translation!

Appendix I

Address Information Products and Services Order Form

A sample copy of the Address Information Products and Services Order Form is shown on pages 127–128.

See instructions on reverse side.

UNITED STATES POSTAL SERVICE - ADDRESS INFORMATION SYSTEMS (AIS) PRODUCTS ORDER FORM FOR MAIL ORDER USE

1. CUSTOMER NUMBER

Mail to: ACCOUNTS RECEIVABLE - AIS PRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

For assistance call:
1-800-238-3150

2. SHIP TO:

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State ZIP+4 Code

Foreign Country Name (When applicable) Foreign Postal Code

Area Code Phone Number Industry Type Code

3. BILL TO: (Complete only if different from shipping address)

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State ZIP+4 Code

Foreign Country Name (When applicable) Foreign Postal Code

Area Code Phone Number Industry Type Code

4. PRODUCT ID	5. PRODUCT DESCRIPTION	6. FORMAT CODE	7. AREA(S) REQUESTED	8. QTY	9. UNIT PRICE	10. TOTAL PRICE

12. PAYMENT METHOD

Tax ID #: _____

☐ Check ☐ Money Order
☐ Discover ☐ Visa ☐ MasterCard ☐ American Express ☐ Diners Club

Card #: _____ Expiration: ____/____

Name (print): _____ Signature: _____

AIS001 March 2002 (Front)

COPYRIGHT AGREEMENT

☐ Product **WILL BE** reproduced
☐ Product **WILL NOT BE** reproduced.

THANK YOU FOR YOUR ORDER.
PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
PLEASE ALLOW 21 DAYS FOR DELIVERY.

Make check or money order payable to "UNITED STATES POSTAL SERVICE".
DO NOT SEND CASH.

11. ORDER TOTAL

FOR USPS USE ONLY
Control Number:
Check Number:
Check Amount:

Refund Policy:
NO REFUNDS WILL BE MADE AFTER THE PACKAGE SEAL HAS BEEN BROKEN

Instructions

Sections

1. Enter your customer number if you are presently receiving any AIS products.
2. Enter information where product is to be shipped. Also enter your Industry Type Code from the table on the right.
3. Complete this section only if billing address differs from shipping address.
4. Enter the Product ID as shown in the AIS Product Catalog.
5. Enter a brief description of the product.
6. Enter the appropriate format code from the table below:

Code	Tape Format				
* A	EBCDIC	38K	BPI	18	track cartridge
B	ASCII				CD-ROM (ISO 9660)

* Z4Change binery file is available only in the formats noted above.

7. Enter information only if the product you are ordering has an option for selected areas. (See AIS Product Catalog)
8. Enter the quantity or number of copies requested.
9. Enter the unit price as shown on the price insert sheet.
10. Enter the total amount for the product.
11. Enter the total amount for all products ordered.
12. Check the appropriate box and attach payment to the order form.

Mail to: ACCOUNTS RECEIVABLE - AIS PRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
1-800-238-3150

Industrial Codes

01	AGRICULTURE PRODUCTS-CROPS
02	AGRICULTURE PRODUCTS-LIVESTOCK
07	AGRICULTURE SERVICES
08	FORESTRY
09	FISHERIES
10	METAL MINING
11	ANTHRACITE MINING
12	BITUMINOUS, LIGNITE
13	OIL, GAS EXTRACTION
14	NONMETALLIC MINERALS
15	GENERAL BUILDING CONTRACTORS
16	HEAVY CONSTRUCTION CONTRACTORS
17	SPECIALTY TRADE CONTRACTORS
19	ORDNANCE, ACCESSOR
20	FOOD, KINDRED PRODUCTS
21	TOBACCO MANUFACTURER
22	TEXTILE MILL PRODUCTS
23	APPAREL PRODUCTS
24	LUMBER, WOOD PRODUCTS
25	FURNITURE, FIXTURES
26	PAPER, ALLIED PRODUCTS
27	PRINTING, PUBLISHING
28	CHEMICALS, ALLIED PRODUCTS
29	PETROLEUM REFINING INDUSTRY
30	RUBBER AND PLASTICS
31	LEATHER PRODUCTS
32	STONE CLAY, GLASS
33	PRIMARY METAL INDUSTRY
34	FABRICATED METAL
35	MACHINERY ELECTRIC
36	ELECTRICAL EQUIPMENT
37	TRANSPORTATION EQUIPMENT
38	INSTRUMENTS
39	MISCELLANEOUS MANUFACTURING
40	RAILROAD TRANSPORTATION
41	LOCAL PASSENGER TRANSPORTATION
42	TRUCKING AND WAREHOUSING
43	UNITED STATES POSTAL SERVICE
44	WATER TRANSPORTATION
45	AIR TRANSPORTATION
46	PIPE LINES AND NATURAL GAS
47	TRANSPORTATION SERVICES
48	COMMUNICATION
49	ELECTRICAL/GAS SANITATION SVC
50	WHOLESALE TRADE-DURABLE GOODS
51	WHOLESALE TRADE-NONDURABLE GOODS
52	BLDG MTLS/HARDWARE/GARDEN SUPPLY
53	GENERAL MERCHANDISE
54	FOOD STORES
55	AUTO DEALER SERVICE STATION
56	APPAREL ACCESSORY STORES
57	FURNITURE, HOME FURNISHINGS
58	EATING/DRINKING PLACES
59	MISCELLANEOUS RETAIL STORES
60	BANKING
61	CREDIT AGENCY AND BANK
62	SECURITIES/COMMODITY BROKERS SVC
63	INSURANCE CARRIERS
64	INSURANCE AGENTS, BROKERS
65	REAL ESTATE
66	COMBINED REAL ESTATE
67	HOLDING, REAL ESTATE, INVESTMENT
70	HOTELS, PRESORT LODGING
72	PERSONAL SERVICES
73	MISCELLANEOUS BUSINESS SERVICES
75	AUTO REPAIR SERVICES
76	MISCELLANEOUS REPAIR SERVICES
78	MOTION PICTURES
79	AMUSEMENT/RECREATION SERVICES
80	HEALTH SERVICES
81	LEGAL SERVICES
82	EDUCATIONAL SERVICES
83	SOCIAL SERVICES
84	MUSEUM/BOTANICAL/ZOO GARDENS
86	MEMBERSHIP ORGANIZATIONS
88	PRIVATE HOUSEHOLDS
89	MISCELLANEOUS SERVICES
91	EXEC/LEGISLATIVE/GENERAL GOVN'T
92	JUSTICE PUBLIC SAFETY
93	PUBLIC FIN TAX, MONEY
95	ADM OF ENVIRONMENT AND HOUSING
96	ADM OF ECONOMIC PROGRAMS
97	NATL SECURITY INTERNAL AFFAIRS
98	POST OFFICE BOXES
99	NONCLASSIFIABLE

REFUND POLICY: NO REFUNDS WILL BE MADE AFTER PACKAGE SEAL HAS BEEN BROKEN.

NOTE: TECHNICAL GUIDES WITH PRODUCT SPECIFICATIONS ARE AVAILABLE AT NO CHARGE.

AIS001 March 2002 (Back)