Address Sample

Cornerstone
5568 West Chester Rd.
West Chester, OH 45069

This shaded area (2 ¾ from the bottom of the envelope) should be kept blank, except the address

ATTN: CONTACT NAME
COMPANY NAME
STREET ADDRESS STE #
CITY ST ZIPCODE

Postal Barcode to be applied in this area

- City, State and Zipcode should always appear on the bottom line (only 2 spaces between state and zipcode)
- Use 10 to 12 pitch font
- Avoid bold, underline, and italicizing fonts
- Avoid punctuation (, ! .)
- USE ALL CAPITAL LETTERS
- Always abbreviate state (OH KY IN)