UnitedMail

YOUR BUSINESS. YOUR CUSTOMERS.
UNITED THROUGH MAIL.

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

Optical Character Readers (OCR's) read from left to right, bottom to top.

This is why it is important for the city, state and zipcode to be on the bottom line and the street address directly above it.

```
ATTN:  CONTACT NAME
COMPANY NAME
STREET ADDRESS  STE #
CITY ST  ZIPCODE
```
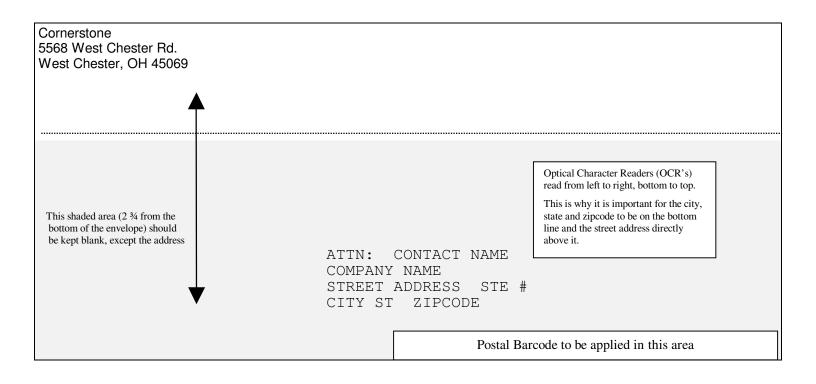
Postal Barcode to be applied in this area

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