

ENVELOPE AND ADDRESS SAMPLE



Important Address Tips:

- City, State and Zip code should ALWAYS appear on the bottom line of the address
- Add only 2 spaces between the state and the zip code
- Use 10 to 12 pitch font
- Avoid **bold**, underline and *italic* fonts
- Avoid punctuation (, ! .)
- USE ALL CAPITAL LETTERS
- Always abbreviate the state (OH KY IN)
- Contact us at 866-542-2107 with any questions.

www.united-mail.com