


<p><b>Address Placement Requirements</b></p>	<p><b>Required For</b></p>	<p><b>Consequences if Requirement Not Met and USPS Exception Not Granted</b></p>
<p>The delivery address must be in the top half of the mailpiece.</p> <p><b>The “top” is:</b></p> <ul style="list-style-type: none"> <li>➤ Either of the shorter edges on enveloped or polywrapped pieces.</li> <li>➤ The upper edge when the spine or final folded edge is placed on the right-hand side of an unenclosed piece.</li> <li>➤ <u>Either of the shorter edges on saturation Periodicals and Standard Mail pieces, without regard to the spine or final fold.</u></li> </ul> <p><b>ADDRESS ORIENTATION:</b> The address may be horizontal or vertical to the top edge, but not upside down in relation to the top edge. Vertical addresses can read right or left.</p> 	<p><b>Flats mailed at automation, presort or carrier-route prices:</b></p> <p>Standard Mail® flats</p> <p>Periodicals flats</p> <p>Package Services flats (Bound Printed Matter, Library Mail, Media Mail)</p>	<p>If all other automation requirements are met, non-compliant <b>automation</b> flats, Periodicals and Standard Mail mailings would be assessed additional postage at the <b>First-Class Mail automation flats prices</b>, unless an exception has been granted by the USPS.</p> <p>For <b>non-automation presort mailings</b>, non-compliant Periodicals and Standard Mail flats mailings would be assessed additional postage at the <b>First-Class mail non-automation presort flats prices</b>, unless an exception has been granted by the USPS.</p> <p>Non-compliant <b>Package Services flats</b> mailings would be assessed additional postage at the non-presort flats prices within the category at which they were mailed (e.g., BPM, Library Mail, Media Mail), unless an exception has been granted by the USPS.</p>
<p><b>Address Characteristics Requirements – Spacing</b></p> <ul style="list-style-type: none"> <li>✓ Characters in Delivery Address cannot overlap</li> <li>✓ Lines of Delivery Address cannot touch or overlap</li> <li>✓ Elements on each line in delivery address must not be separated by more than 5 blank character spaces</li> </ul>	<p><b>Automation flats:</b></p> <p>First-Class Mail®</p> <p>Periodicals</p> <p>Standard Mail</p> <p>Package Services</p>	<p>Non-compliant mailings will be assessed additional postage at the <b>non-automation presort price</b> for the class at which they are mailed (e.g., Periodicals, Standard Mail, etc.), unless an exception has been granted by the USPS.</p> <p>Non-Compliant <b>Package Services flats</b> mailings would be assessed additional postage at the non-presort flats prices within the category at which they were mailed (e.g., BPM, Library Mail, Media Mail), unless an exception has been granted by the USPS.</p>
<p><b>Address Characteristics Requirements</b></p> <ul style="list-style-type: none"> <li>✓ Minimum font size</li> <li>✓ 8-point type (each letter or figure must be at least 0.080 inch high)</li> <li>✓ Flats using an 11-digit POSTNET™ or Intelligent Mail® barcode may use 6-point if address in CAPS (each letter at least 0.065 inch high)</li> </ul>	<p><b>Flats mailed at automation, presort or carrier-route prices:</b></p> <p>First-Class Mail</p> <p>Periodicals</p> <p>Standard Mail</p> <p>Package Services</p>	<p>Non-compliant First-Class, Periodicals and Standard Mailings will be assessed additional postage at <b>Single Piece First-Class Mail prices</b> unless and exception has been granted by the USPS.</p> <p>Non-compliant <b>Package Services flats</b> mailings would be assessed additional postage at the non-presort flats prices within the category at which they were mailed (e.g., BPM, Library Mail, Media Mail), unless an exception has been granted by the USPS.</p>