

How to address your mail

Send your mail exactly where it needs to go

Format of Mail Address

M. Jen Durand 150 Rue Nepeau, Apt 5 OTTAWA, ON K1P 2P6 CANADA

> MISS JANE DOE 10 BALIVARD ROAD BUCKFIELD DISTRICT OCHO RIOS PO ST. ANN JAMAICA,W.I.



Format of mail for PO Box Delivery

Mr J Brownhall 264 High Street ALLAMBIE, NSW 2100 AUSTRALIA

> MISS JANE DOE PO BOX 340 BUCKFIELD DISTRICT OCHO RIOS PO ST. ANN JAMAICA, W.I.

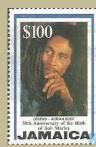


If PO Box No. is not included, the Post Office cannot be expected to sort letters into the box. Do not include the street address as well as the Box number.

Format of mail for Delivery to the USA

John Shepherd 1 Phoenix Park Village Greater Portmore St. Catherine Jamaica, W.I.





MRS. MARY SHEPHERD 773 CLARK STREET HUNTINGTON NEW YORK - 11743 USA

General Information

Thin envelopes should not be used for large packets as owing to frequent handling and pressure or friction during conveyance they are liable to burst open. Envelopes should be suitable to their contents.

- Use clear and easy to read hand writing in BLOCK capitals (or font if you are printing the address)
- Use a pen or ink that is clear against the colour of the envelope or parcel.
- . Left align the text (no centred or 'stepped' lines).
- . Leave a generous margin around the address.
- Place the correct postage on the top right.