

## **All outgoing mail should be bundled as follows:**

- All pre-stamped mail
- Lubbock Campus mail (HSC Building Complex, Southwest locations, TTU, UMC, etc.)
- Mail to be metered (Departmental Mail that needs postage, regional campus mail included)
- International mail (with customs form if needed)

## **ADDRESS FOR SUCCESS**

The US Postal Service uses optical character readers to process mail. Using the USPS approved format will help insure efficient handling and delivery of your mail. You will get the best results if you:

- CAPITALIZE ALL ITEMS IN THE ADDRESS
- Use 2 letter state abbreviation
- Eliminate all punctuation except the hyphen in the zip+4
- Use common abbreviations (N for North, SW for South West, ST for Street, DR Drive, PL for Place, CIR for Circle, etc)
- Use zip+4 codes\* (example 79430-XXXX) (in our zip code XXXX is the department STOP)
- Always include a return address
- 10 or 12 point Arial font is recommended
- The Attention Line should always be the first line

\*Find zip codes at [https://tools.usps.com/go/ZipLookupAction\\_input](https://tools.usps.com/go/ZipLookupAction_input)

Mail with dual addresses (a street address and a Post Office box number) will be delivered to the address immediately above the city, state and zip code line.

ATTN: JOHN DOE  
GRAND PRODS INC  
Dual Address< 100 MAJOR ST  
PO BOX 200 <Mail delivered here  
NEW YORK NY 10001-0200 <zip code must match delivery address