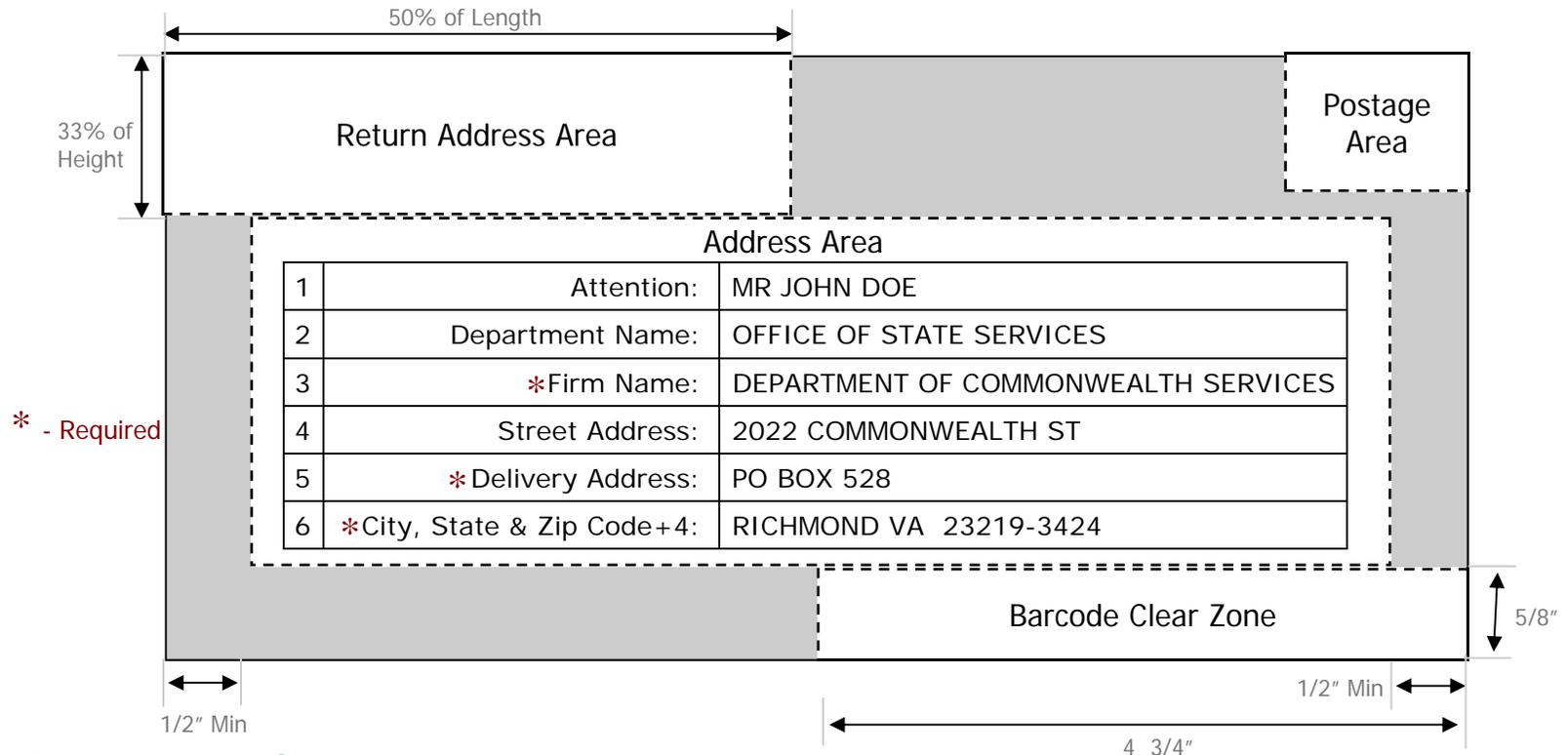




Addressing for Success

To ensure the fastest mail service at the lowest cost, please make sure your mail is readable by high speed sorting equipment.

Seal or tape shut all envelopes containing more than three sheets of paper.



Recommended Standards:

- Machine printed (typed or computer generated) with black ink.
- Maintain uniform left margin.
- Use font size of 10 or 12 points. Preferred font is Sans Serif, common examples are Arial and Helvetica. Gothic, italicized, highly stylized or script fonts should not be used.
- Use all uppercase letters (capitalized).
- Use standard abbreviated state name and correct zip code.
- Nothing should be printed on the bottom 5/8 inch of any letter size envelope.
- When using window envelopes, make sure the complete address is always visible.