

Postal Addressing Standards — Contents

Publication 28, November 2000

CONTENTS

ORDERING INFORMATION

1. INTRODUCTION

2. POSTAL ADDRESSING STANDARDS

3. BUSINESS ADDRESSING STANDARDS

APPENDIXES

A — ADDRESS FORMATTING

B — TWO-LETTER STATE AND POSSESSION ABBREVIATIONS

C — STREET ABBREVIATIONS

D — UNUSUAL ADDRESSING SITUATIONS

E — ADDRESS

STANDARDIZATION — ALPHANUMERIC/FRACTIONAL CODING

F — ADDRESS

STANDARDIZATION — COUNTY, STATE, LOCAL HIGHWAYS

G — BUSINESS WORD ABBREVIATIONS

H — STANDARD ABBREVIATIONS FOR SPANISH-LANGUAGE ADDRESSES

I — ADDRESS INFORMATION PRODUCTS AND SERVICES ORDER FORM

Contents

1	Introduction	1
11	Background	1
111	Purpose	1
112	Scope	1
113	Additional Benefits	2
12	Overview	2
121	List Maintenance	2
122	List Correction	2
123	Updates	3
124	Address Output	3
125	Deliverability	3
13	Address Information Systems Products and Services	3
2	Postal Addressing Standards	5
21	General	5
211	Standardized Delivery Address Line and Last Line	5
212	Format	6
213	Secondary Address Unit Designators	6
213.1	Common Designators	6
213.2	Pound Sign (#)	7
213.3	Alternate Location	7
214	Attention Line	7
215	Dual Addresses	7
22	Last Line of the Address	8
221	City Names	8
222	Punctuation	8
223	Spelling of City Names	9
224	Format	10
225	Military Addresses	10
225.1	Overseas Locations	10
225.2	Domestic Locations	10
226	Preprinted Delivery Point Barcodes	10
23	Delivery Address Line	11
231	Components	11
232	Street Name	11
233	Directionals	12
233.1	Abbreviations	12

233.2	Single Directionals	12
233.21	Predirectional Field	12
233.22	Postdirectional Field	13
233.23	Two Directionals	13
233.3	Directional as Part of Street Name	15
234	Suffixes	15
234.1	Abbreviations	15
234.2	Two Suffixes	15
235	Numeric Street Names	16
236	Corner Addresses	16
237	Highways	17
238	Military Addresses	17
238.1	Overseas Locations	17
238.2	Domestic Locations	18
24	Rural Route Addresses	18
241	Format	18
242	Leading Zero	19
243	Hyphens	19
244	Designations RFD and RD	19
245	Additional Designations	19
246	ZIP+4	20
25	Highway Contract Route Addresses	20
251	Format	20
252	Leading Zero	20
253	Hyphens	21
254	Star Route Designations	21
255	Additional Designations	21
256	ZIP+4	21
26	General Delivery Addresses	22
261	Format	22
262	ZIP Code or ZIP+4	22
27	United States Postal Service Addresses	22
271	Format	22
272	ZIP Code or ZIP+4	23
28	Post Office Box Addresses	23
281	Format	23
282	Leading Zero	23
283	Designations	23
284	Private Mailbox Addresses	24
29	Puerto Rico Addresses	26
291	Format	26

Contents

292	Urbanization	27
293	Common Translations	28
294	Spanish Directionals	29
295	Delivery Address Line	29
295.1	General	29
295.2	Street Names	30
295.3	Numbered Streets	31
295.4	House Numbers	31
295.5	Urbanization	33
295.6	Post Office Box	33
295.7	Rural Route	34
3	Business Addressing Standards	37
31	General	37
311	Joint Industry and Postal Service Standardization Efforts	37
312	Unique Addressing Issues	37
313	Business Address Standardization Factors	38
313.1	Costly Inefficiencies in the Merge/Purge Process	38
313.2	Costly Poor Address Hygiene	38
313.3	Costly Missed Opportunities for Barcoding Discounts	38
313.4	Costly Non-deliverability	39
314	Purpose of Standardization	39
32	Scope of Standardization	39
321	Benefits	39
322	Business-to-Business List Maintenance	40
323	Business-to-Business List Correction	40
324	Business-to-Business List Updates	40
325	Business-to-Business Address Output	40
326	Business-to-Business Deliverability	41
33	Defining Business-to-Business Data Elements	41
34	Line Removal Guidelines	44
341	Sample Business Address Format	44
342	Primary Considerations	44
343	Address Line Removal	45
343.1	Lines Required for Postal Service Distribution	45
343.2	Required Lines for Certain Postal Service Programs	46
343.3	Optional Lines	47
35	Address Data Element Compression Guidelines	48
351	Removal and Deletion Restrictions	48
352	Abbreviations	48

353	Right-to-Left Evaluation	48
354	Special Characters	49
355	Remove Certain Words	50
356	Wrapping	51
357	Line #9 Compression	53
358	Standard State Name Abbreviations	53
359	Repetitive Word Removal	54
3510	Short-Ending Substitution	54
3511	Last Word Abbreviations	54
3512	Vowel Removal	55
Appendix A — Address Formatting		57
A1	Readability	57
A2	Address Types	59
A3	International Addresses	60
A31	General Requirements	60
A32	Canada Only	60
Appendix B — Two-Letter State and Possession Abbreviations		63
Appendix C — Street Abbreviations		65
C1	Street Suffix Abbreviations	65
C2	Secondary Unit Designators	72
Appendix D — Unusual Addressing Situations		73
D1	Hyphenated Address Ranges	73
D2	Grid Style Addresses	73
D3	Alphanumeric Combinations of Address Ranges	73
D4	Fractional Addresses	73
D5	Spanish and Other Foreign Words	74
Appendix E — Address Standardization — Alphanumeric/Fractional Coding		75
E1	Format	75
E11	Determining Address Ranges	75
E12	Alphanumeric Ranges	75
E12.1	Format	75
E12.2	Middle Range	76
E12.3	Alpha and Numeric Range Format	76
E12.4	Multiple Alphas in a Single Field	77

Contents

E12.5	Grid Addresses	78
E12.6	Odd/Even/Both Indicator	78
E13	Fractional Addresses	78
Appendix F — Address Standardization — County, State, Local Highways ...		79
Appendix G — Business Word Abbreviations		81
Appendix H — Standard Abbreviations for Spanish-Language Addresses		123
Appendix I — Address Information Products and Services Order Form		125

1 Introduction

11 Background

111 Purpose

Jointly developed by the Postal Service and mailing industry, standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency. The standards include the uniform methods for matching addresses with the information in AIS products and formats for outputting addresses on mailpieces. This document describes both standardized address formats and content. It outlines the guidelines that govern how address information appears in the Address Information System (AIS) products. *Format* describes how the various elements appear on a mailpiece or in an address record. *Content* describes the characters that constitute the various address elements.

Our objectives in compiling a universal format for maintaining information in the Address Management System (source for the AIS products) and an output format are twofold:

- To facilitate customer use of AIS products, in particular, the ZIP+4 and City State files, thereby maximizing matching potential.
- To optimize the processing capability of automated equipment through improved address quality.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication or as shown in the current Postal Service ZIP+4 File), and uses the proper format for the address style (shown in this publication).

112 Scope

Postal units are adopting these standards, which are required by all internal processing systems and our licensees. This includes the National Change of Address (NCOA) System and Address Change Service (ACS). Mailers are encouraged to incorporate the standards as a means to improve service and deliverability.

113 **Additional Benefits**

There are additional benefits achieved through improved address quality and a standardized address format, such as increasing the potential deliverability of mail once processed and consistency in address information stored in customer files and directories. Our emphasis is to clarify addressing techniques and unusual addressing conventions to provide a uniform approach to matching these addresses through customer products and automated equipment.

12 Overview

121 **List Maintenance**

Postal Addressing Standards provides guidance on the most efficient means to output an address to a mailpiece. It is necessary to begin with list maintenance, or list management, to ensure that the content of the address is accurate and complete. A variety of address information products and services is available to assist in list maintenance. The standards facilitate the use of these products by providing a uniform file format for data entry of address information, as well as for extraction of information for matching purposes.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the current Postal Service ZIP+4 File.

122 **List Correction**

Once an address has been matched against the address information files, the address list should be corrected accordingly. It is important to understand that failing to correct your address list with the matched data could result in lower match rates as the USPS address information files are updated. Lower match rates equal higher postage rates. A *match* implies that suffixes, directionals, spellings, and city names as found in the files are correct and necessary for efficient processing and delivery of mail. Other important elements are apartment or suite numbers, post office box addresses, and a complete rural/highway contract route address (with route and box numbers).

Addresses that have been *standardized* contain all the necessary address elements as matched against the ZIP+4 and City State Files.

123 **Updates**

Once files are updated, establish list management procedures to ensure timely updates to maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

124 **Address Output**

Once an address list has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. Some postal addressing standards relate to format and readability factors. A standardized address should also be machine readable so it can be processed on high-speed optical character readers (OCRs). Publication 25, *Designing Business Letter Mail*, contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been barcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend you obtain a copy of Publication 25 from your local post office. If your mailpieces will be submitted for automation rates, the requirements in *Domestic Mail Manual* (DMM) A800 and C840 must be met.

125 **Deliverability**

The final benefit of address standardization is deliverability of a mailpiece. Complete addresses that have matched Postal Service files or directories have a better chance of being promptly and correctly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse delivery personnel or be misread by postal equipment does a lot to get the mail delivered on time. We are continuing to explore ways to improve the processing and delivery of mail in a timely, cost-effective manner. Address standardization is a positive step toward improved address quality and is a cost-effective operation for both postal customers and the Postal Service.

13 **Address Information Systems Products and Services**

The Postal Service offers a wide range of products and services to help mailers improve and maintain address quality. The products and services listed below can lower production and postage costs by reducing undeliverable-as-addressed mail and by qualifying more mailpieces for postage discounts.

For additional information or to order any address information products or services, contact the National Customer Support Center as indicated below:

- ACS — Address Change Service
- Address List Correction Service
- Address List Sequencing Service
- ADVANCE
- AEC — Address Element Correction
- ALMS — Address List Management System
- Barcoding and Address Standardization
- CASS — Coding Accuracy Support System
- CD-ROM ZIP+4 Retrieval Microcomputer System
- CDS — Computerized Delivery Sequence File
- City State File
- CRIS — Carrier Route Information System File
- Delivery Sequence File
- Delivery Statistics File
- Diskette Coding for Local Mailers
- Drop Ship Address and ZIP Carrier File
- *FASTforwardSM*
- Five-Digit ZIP Code File
- LACS — Locatable Address Conversion System
- Mailing List Service
- National Five-Digit ZIP Code and Post Office Directory
- National ZIP+4 Code Printer State Directories
- NCOA — National Change of Address
- NDI — National Deliverability Index
- PAVE — Presort Accuracy Validation and Evaluation
- POSTNET Barcode Certification
- RIBBS — Rapid Information Bulletin Board System
- TIGER/ZIP FILE
- Z4CHANGE
- ZIP+4 National File
- ZIPMOVE

CUSTOMER SUPPORT DEPARTMENT
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001
 1-800-238-3150

2 Postal Addressing Standards

21 General

211 **Standardized Delivery Address Line and Last Line**

The Delivery Address Line and the Last Line of addresses output to the mailpiece should be complete, standardized, and validated with the ZIP+4 File and City State File, respectively.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication) or as shown in the current Postal Service ZIP+4 File.

**ABC MOVERS
1500 E MAIN AVE STE 201
SPRINGFIELD VA 22162-1010**

Recipient Line
Delivery Address Line
Last Line

212 Format

Format all lines of the address with a uniform left margin. Uppercase letters are preferred on all lines of the address block.

**MR JOHN DOE
123 MAGNOLIA ST
HEMPSTEAD NY 11550-1234**

Address Block

Lowercase letters in various type styles are acceptable provided they meet postal guidelines for OCR readability. Chapter 4 of Publication 25 provides complete guidelines for OCR readability that should be met when preparing a standardized mailpiece. Section C800 of the DMM contains OCR readability requirements that must be met for automation rates (other rates may also apply).

213 Secondary Address Unit Designators

Secondary address unit designators, such as *APARTMENT* or *SUITE*, are preferred to be printed on the mailpiece for address locations containing secondary unit designators. The preferred location is at the end of the Delivery Address Line. The pound sign (#) should not be used as a secondary unit designator if the correct designation, such as *APT* or *STE*, is known or is shown in the ZIP+4 File.

102 MAIN ST APT 101

1356 EXECUTIVE DR STE 202

1600 CENTRAL PL BLDG 14

55 SYLVAN BLVD RM 108

213.1 Common Designators

The most common unit designators are:

APARTMENT	APT
BUILDING	BLDG
FLOOR	FL
SUITE	STE
UNIT	UNIT
ROOM	RM
DEPARTMENT	DEPT

Note: See Appendix C.2 for approved designators.

213.2 Pound Sign (#)

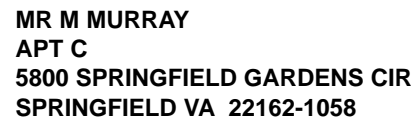
If the pound sign (#) is used, there must be a space between the pound sign and the secondary number.



425 FLOWER BLVD # 72

213.3 Alternate Location

If all Delivery Address Line information cannot be continued in the Delivery Address Line above the city, state, and ZIP Code, place secondary address information on the line immediately above the Delivery Address Line.



**MR M MURRAY
APT C
5800 SPRINGFIELD GARDENS CIR
SPRINGFIELD VA 22162-1058**

214 Attention Line

The Attention Line is placed above the Recipient Line, that is, above the name of the firm to which the mailpiece is directed.



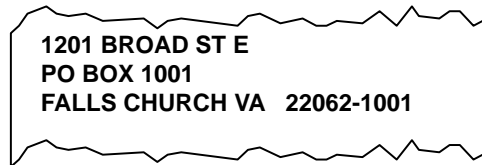
**JOHN DOE
ABC COMPANY
1401 MAIN ST
FALLS CHURCH VA 22042-1441**



**ATTN JOHN DOE
ABC COMPANY
1401 MAIN ST
FALLS CHURCH VA 22042-1441**

215 Dual Addresses

Eliminate dual addresses on the output mailpiece, if possible, although mailer files may maintain both mailing and physical addresses. However, if dual addresses are used, place the intended delivery address on the line immediately above the city, state, and ZIP+4 code. This normally is the Post Office Box address. The other address must be placed on a separate line above the Delivery Address Line. The ZIP+4 code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code.



Mailer File



Mailpiece

22 Last Line of the Address

221 City Names

It is strongly recommended that addresses use only approved Last Line (city) names as described in the Postal Service City State File currently in effect.

City names with the City State Mailing Name indicator flag set to YES in the City State File are considered part of a complete and standardized address; city names with the flag set to NO in the City State File should not be used in a complete and standardized address. For a complete and standardized address, abbreviations for city or state names must be shown in the Postal Service City State File. If you are preparing prebarcoded mail, city names set to NO for mailing name can be used.

222 Punctuation

With the exception of the hyphen in the ZIP+4 code, punctuation may be omitted in the delivery address block.

MR. WALTER W. WITHERSPOON JR.
 MDM ENTERPRISES, INC.
 1401 S. MAIN ST.
 PLUMMER'S LANDING, KY 41081-1411

Acceptable

MR WALTER W WITHERSPOON JR
 MDM ENTERPRISES INC
 1401 S MAIN ST
 PLUMMERS LANDING KY 41081-1411

Preferred

223 **Spelling of City Names**

Spell city names in their entirety. When abbreviations must be used due to labelling constraints, use only the approved 13-character abbreviations provided in the City State File.

Note: Normally, the abbreviations follow the logic of using existing abbreviations, such as for suffix or directional words.

W STOCKBRIDGE

NEWBERRY SPGS

Acceptable


WEST STOCKBRIDGE

NEWBERRY SPRINGS

Preferred

224 **Format**

Format the Last Line with at least one space between the city name, two-character state abbreviation, and ZIP+4 code.

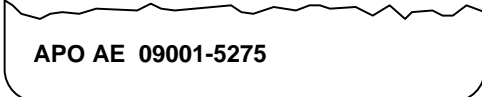


TAMPA FL 33630-9998

Note: Two spaces are preferred between the state abbreviation and ZIP+4 code.

225 **Military Addresses**225.1 **Overseas Locations**

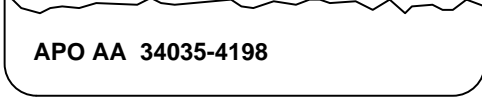
Overseas military addresses must contain the APO or FPO designation along with a two-character “state” abbreviation of *AE*, *AP*, or *AA* and the ZIP Code or ZIP+4 code.



APO AE 09001-5275



FPO AP 96606-2783



APO AA 34035-4198

AE is used for armed forces in Europe, the Middle East, Africa, and Canada; *AP* is for the Pacific; and *AA* is the Americas excluding Canada.

225.2 **Domestic Locations**

Use only the approved city name as listed in the City State File, along with the two-character state abbreviation and the ZIP Code or ZIP+4 code.



MINOT AFB ND 58705-1253

226 **Preprinted Delivery Point Barcodes**

The preprinted Delivery Point barcode must be correct for the delivery address, city, state, and ZIP+4 code that appear on the mailpiece.

- See Publication 25, *Designing Business Letter Mail*, Chapter 5.
- See DMM A800 and C840 for the barcode requirements that must be met to qualify for automation rates.
- For a list of vendors certified for various barcoding products, please visit our Website at www.usps.gov or call 1-800-238-3150.

23 Delivery Address Line

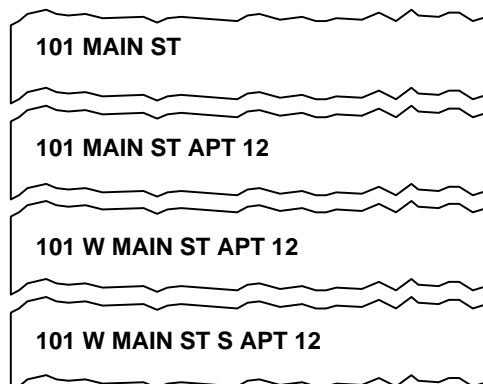
231 Components

The Delivery Address Line, as matched against the ZIP+4 File, must be broken down into its individual components on the mailpiece with one space between address elements.

These components are the primary address number, predirectional, street name, suffix, postdirectional, secondary address identifier, and secondary address range.

The Postal Service uses the parsing logic below to enter address information into the files. When parsing the Delivery Address Line into the individual components, start from the right-most element of the address and work toward the left. Place each element in the appropriate field until all address components are isolated. This process facilitates matching files with AIS products and produces the correct format for output to a mailpiece.

Note: Mailers may use any parsing logic to achieve the same result.



232 Street Name

Information found in the primary name field of the ZIP+4 File is used as the street name. The ZIP+4 File indicates the preferred primary street name to ensure that the correctly designated primary street record is matched during the address standardization processes.

Punctuation is normally limited to periods, slashes, and hyphens:

- Periods: 39.2 RD
- Slashes (fractional addresses): 101 1/2 MAIN ST
- Hyphens (hyphenated addresses): 289-01 MONTGOMERY AVE



MID-ISLAND PLZ

Acceptable



MID ISLAND PLZ

Preferred

Note: Hyphens in the address range are significant and are not removed. Hyphens in the street or city name, however, normally are not significant and may be replaced with a space.

233 Directionals

This is a term the Postal Service uses to refer to the part of the address that gives directional information for delivery (i.e., N, S, E, W, NE, NW, SE, SW).

233.1 Abbreviations

Abbreviate directionals (if they are one of the eight standard directionals listed in AIS files) to the appropriate one- or two-character abbreviation.



234 NW SMITH ST



678 MAIN DR S



101 N BAY DR



599 BAY BLVD SW

233.2 Single Directionals

233.21 Predirectional Field

When parsing the address from right to left, if a directional word is found as the first word in the street name and there is no other directional to the left of it, abbreviate it and locate it in the predirectional field of the ZIP+4 File for standardization purposes.



NORTH BAY ST



EAST END AVE

Acceptable



N BAY ST



E END AVE

Preferred

233.22 Postdirectional Field

When parsing from right to left, if a directional word is located to the right of the street name and suffix, abbreviate it and locate it in the postdirectional field.



BAY DRIVE WEST

Acceptable



BAY DR W

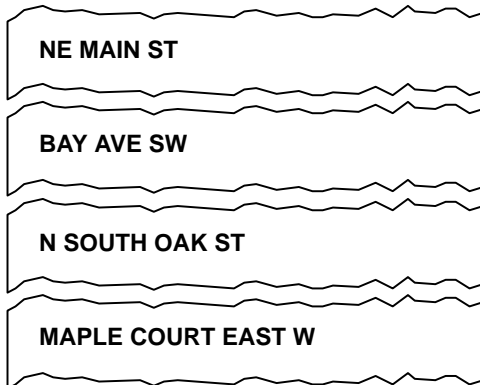
Preferred

233.23 Two Directionals

When two directional words appear consecutively as one or two words, before the street name or following the street name or suffix, then the two words become either the pre- or the postdirectionals. Exceptions are any combinations of *NORTH-SOUTH* or *EAST-WEST* as consecutive words. In these cases the second directional becomes part of the primary name and is spelled out completely in the primary name field.

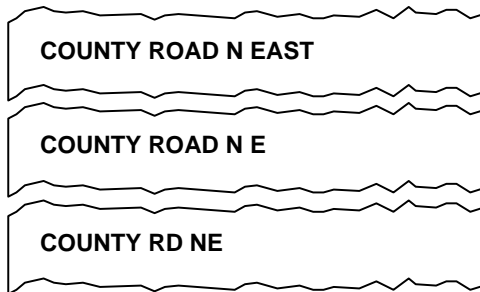


Acceptable



Preferred

The other exception is when the local address information unit has determined that one of the directional letters is used as an alphabet indicator and not as a directional.

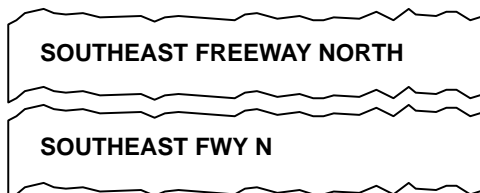


Acceptable

Preferred

Unacceptable

Note: In this example, the two-word directional is the primary street name.

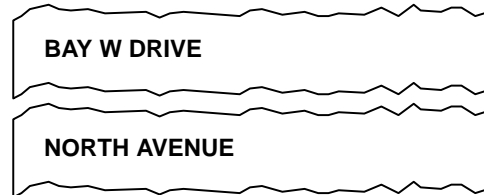


Acceptable

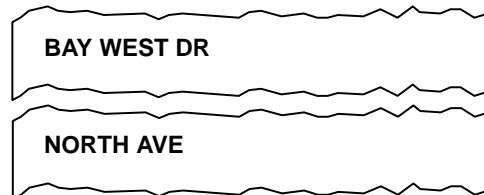
Preferred

233.3 Directional as Part of Street Name

When parsing from right to left, if the directional word appears between the street name and the suffix, then it appears as part of the primary name spelled out in the ZIP+4 File and is spelled out on the mailpiece.

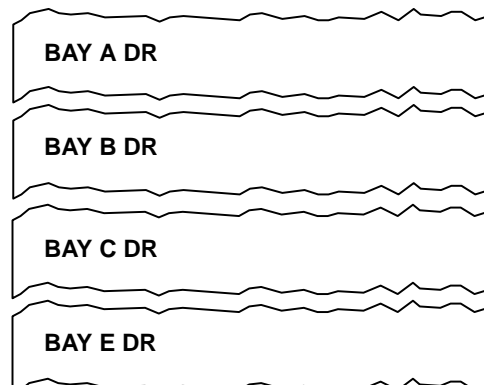


Acceptable



Preferred

The exception is when the local AIS unit has determined that the letters (E, N, S, or W) are used as alphabet indicators and not as directionals.



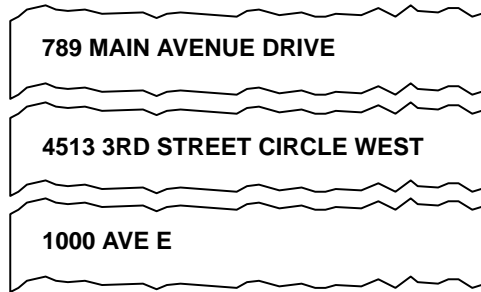
234 Suffixes

234.1 Abbreviations

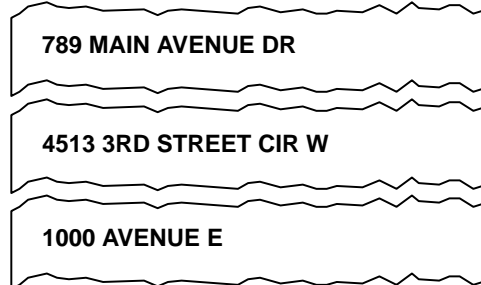
The suffix of the address should conform with the standard suffix abbreviations listed in the ZIP+4 File (see Appendix C).

234.2 Two Suffixes

If an address has two consecutive words that appear on the suffix table (Appendix C), abbreviate the second of the two words according to the suffix table and place it in the suffix field. The first of the two words is part of the primary name. Spell it out on the mailpiece in its entirety after the street name.



Acceptable



Preferred

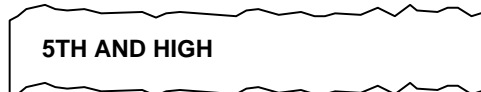
235 **Numeric Street Names**

Numeric street names, for example, *7TH ST* or *SEVENTH ST*, should be output on the mailpiece exactly as they appear in the ZIP+4 File.

Spell out numeric street names only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you matched is spelled out.

236 **Corner Addresses**

Corner addresses are replaced by physical street addresses in all AIS files.



Acceptable



Preferred

237 **Highways**

The following are recommended standardized examples of county, state, and local highways (see Appendix F for an expanded table).

Address	Name
101	COUNTY ROAD 20
11216	COUNTY HIGHWAY 140
1501	HIGHWAY 50
220	INTERSTATE 680
22604	ROAD 123
1650	STATE HIGHWAY 335
7777	STATE ROUTE 39
1155	US HIGHWAY 70
3000	TOWNSHIP ROAD 20

238 **Military Addresses**

238.1 **Overseas Locations**

The Delivery Address Line for all APO/FPO military mail must be standardized as follows:

**PSC (CMR OR UNIT) NNNN
BOX NNNN OR
SHIP'S NAME**

Typical Delivery Address
Line Content

PSC 1650 BOX 10

CMR 830 BOX 51

UNIT 908 BOX 111

USS SEA DEVIL SSN-664

Delivery Address Line Examples

Complete Address Examples

SSGT KEVIN TAYLOR
UNIT 2050 BOX 4190
APO AP 96278-2050

SGT ROBERT SMITH
PSC 802 BOX 74
APO AE 09499-0074

SEAMAN JOSEPH DOE
USCGC HAMILTON
FPO AP 96667-3931

238.2 **Domestic Locations**

All domestic military mail must have a conventional street style address (see section 231).

24 Rural Route Addresses

241 **Format**

Print rural route addresses on mailpieces as: RR N BOX NN. Do not use the words *RURAL*, *NUMBER*, *NO.*, or the *pound sign* (#).

RR 2 BOX 152

RR 9 BOX 23A

242 Leading Zero

A leading zero before the rural route number is not necessary.



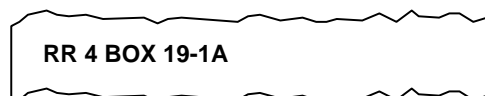
Acceptable



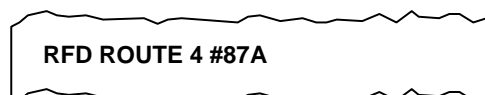
Preferred

243 Hyphens

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 File.

**244 Designations RFD and RD**

Change the designations *RFD* and *RD* (as a meaning for rural or rural free delivery) to *RR*.



Incorrect



Correct

245 Additional Designations

There should be no additional designations, such as town or street names, on the Delivery Address Line of rural route addresses. Because street names used together with route and box numbers can create potential matching difficulty, mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.



RR 2 BOX 18 BRYAN DAIRY RD

Incorrect



RR 2 BOX 18

Correct

246 ZIP+4

When applying a ZIP+4 code to a rural address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 code representing the range for that box number. When box number information is not available, the Rural Route base record must be used.

25 Highway Contract Route Addresses

251 Format

Print highway contract route addresses on a mailpiece as: HC N BOX NN. Do not use the words *HIGHWAY CONTRACT*, *ROUTE*, *NUMBER*, *NO.*, *STAR ROUTE*, or the *pound sign (#)*.



HIGHWAY CONTRACT ROUTE 68 BOX 23A

Incorrect



HC 68 BOX 23A

Correct

252 Leading Zero

A leading zero before the highway contract route number is not needed.



HC068 BOX 98D

Acceptable



HC 68 BOX 98D

Preferred

253 **Hyphens**

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 File.



HC 68 BOX 19-2B

254 **Star Route Designations**

Change the designation *STAR ROUTE*, which usually refers to highway contract route, to *HC*.



STAR ROUTE 68 BOX # 45

Incorrect



HC 68 BOX 45

Correct

255 **Additional Designations**

There should be no additional designations, such as town or street names, on the Delivery Address Line of highway contract route addresses. Street names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.



HC 72 BOX 18 BRYAN DAIRY RD

Incorrect



HC 72 BOX 18

Correct

256 **ZIP+4**

When applying a ZIP+4 code to a highway contract route address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 code representing the range for that box number. When box number information is not available, the highway contract base record must be used.

26 General Delivery Addresses

261 Format

Use the words *GENERAL DELIVERY*, uppercase preferred, spelled out (no abbreviation), as the Delivery Address Line on the mailpiece. Each record will carry the -9999 add-on code.

MR JOHN ADAMS
GENERAL DELIVERY
TAMPA FL 33602-9999

262 ZIP Code or ZIP+4

The ZIP Code or ZIP+4 code must be correctly applied for the general delivery record as found in the ZIP+4 File.

27 United States Postal Service Addresses

271 Format

Mail addressed to the United States Postal Service must contain a complete address.

Addresses may be located in the ZIP+4 File as street, firm, or Post Office Box records (record type S, F, or P, respectively). Most records carry the -9998 add-on code. However, many areas use different add-on codes.

JOHN DOE
POSTMASTER GENERAL
UNITED STATES POSTAL SERVICE
475 LENFANT PLZ SW RM 10022
WASHINGTON DC 20260-0010

JOHN DOE
MANAGER MARKETING AND SALES
UNITED STATES POSTAL SERVICE
123 MAIN ST
ANYTOWN US 12345-9998

JOHN DOE
MANAGER CUSTOMER SERVICE SUPPORT
UNITED STATES POSTAL SERVICE
PO BOX 4237
ANYTOWN US 12345-4237

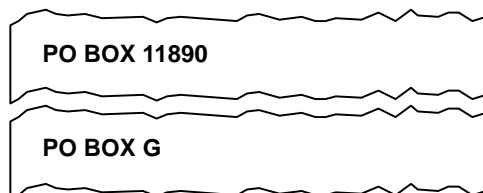
272 **ZIP Code or ZIP+4**

The ZIP Code or ZIP+4 code must be correctly applied for the United States Postal Service record as found in the ZIP+4 File.

28 Post Office Box Addresses

281 **Format**

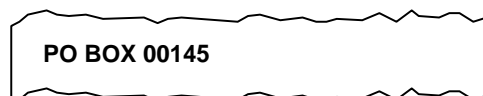
Post Office Box addresses are output as *PO BOX NN* on the mailpiece.

282 **Leading Zero**

Post Office Box numbers that are preceded by significant leading zeroes are identified in the ZIP+4 File by a hyphen (-) preceding the box number. Convert the hyphen into a zero on the output mailpiece.



ZIP+4 File



Mailpiece

283 **Designations**

PO Box addresses often appear with the word *CALLER*, *FIRM CALLER*, *BIN*, *LOCKBOX*, or *DRAWER*. Change these to *PO BOX* as output on a mailpiece.



Incorrect



Correct

284 **Private Mailbox Addresses**

Private companies may uniquely identify, by number, individuals or offices within their company for the purpose of simplifying their internal mail distribution. Print this number, called a *MailStop Code* (MSC), above the Recipient Line or the Attention Line. The words *POST OFFICE BOX* or *PO BOX* and the private mailbox number **cannot** be used on the Delivery Address Line. Only the Postal Service is entitled to provide delivery to a PO Box.

**MSC 1587
ABC COMPANY
12 E MAIN AVE STE 209
KRYTON TN 38188-3637**

**MSC 1587
ABC COMPANY
PO BOX 7530
KRYTON TN 38188-7530**

The Delivery Address Line is the standardized address of the private company.

Private companies offering mailbox rental services to individuals and businesses are considered commercial mail receiving agencies (CMRA). Addresses on mail received at a CMRA must adhere to specific requirements in the use of their private mailbox number (PMB). Mail sent to an addressee at a CMRA must include either the PMB identifier or the #, followed by the appropriate private mailbox number. Use of any other identifier is prohibited. Either a three line or four line address format can be used with a CMRA address and the PMB or # identifier, with the exception noted below. Where the CMRA's physical address requires its own secondary address element, the PMB or # address must follow the specific format rules stated below. It is not permissible to combine the secondary address element of the mailing address for the CMRA and the CMRA customer's private box number.

Examples:

**JOE DOE
PMB 234
RR 1 BOX 12
HERNDON VA 22071-2716**

**JOE DOE
#234
10 MAIN ST STE 11
HERNDON VA 22071-2716**

**JOE DOE
123 MAIN ST #4545
HERNDON VA 22071-2716**

**JOE DOE
PO BOX 159753 PMB 3571
HERNDON VA 22071-2716**

Exception:

When the CMRA mailing address contains a secondary address element (e.g. rural route box number, suite, # or other term), the CMRA customer must use PMB when utilizing a three line address format:

Examples:

**JOE DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716**

**JOE DOE
RR 1 BOX 12 PMB 596
HERNDON VA 22071-2716**

UNACCEPTABLE

**JOE DOE
10 MAIN ST STE 11 # 234
HERNDON VA 22071-2716**

**JOE DOE
RR 1 BOX 12 # 596
HERNDON VA 22071-2716**

29 Puerto Rico Addresses

291 Format

Puerto Rico's common addressing consists of various formats, such as:

**1234 AVE ASHFORD APT 1A
SAN JUAN PR 00907-1021**

Number, Street, and Apt. No.
City, State, and ZIP+4

Apartment Building with Street Address

**COND LAS AMAPOLAS
1230 CALLE AMAPOLAS APT 103
CAROLINA PR 00979-1126**

Condominium Name
Number, Street, and Apt. No.
City, State, and ZIP+4

Condominium with Street Address

**MR JOHN DOE
1234 URB LOS OLMOS
PONCE PR 00731-1235**

Name
Number and Urbanization
City, State, and ZIP+4

Exception

**MRS JANE DOE
URB LAS GLADIOLAS
150 CALLE A
SAN JUAN PR 00926-0221**

Name
Urbanization
Street and Number
City, State, and ZIP+4

Four-line Address

**MR JOHN DOE
1234 CALLE AURORA
MAYAGUEZ PR 00680-1234**

Name
Number and Street
City, State, and ZIP+4

Three-line Address

**MR JOHN DOE
1234 URB LOS OLMOS
PONCE PR 00731-1235**

Name
Number and Urbanization
City, State, and ZIP+4

Exception

**1234 AVE ASHFORD APT 1A
SAN JUAN PR 00907-1021**

Number, Street, and Apt. No.
City, State, and ZIP+4

Apartment Buildings — Condominiums

**COND LAS AMAPOLAS
1230 CALLE AMAPOLAS APT 103
CAROLINA PR 00979-1126**

Condominium Name
Number, Street, and Apt. No.
City, State, and ZIP+4

Condominium with Street Address

**MR RALPH DOE
COND GARDEN HILLS PLAZA
TORRE 2 APT 905
GUYANABO PR 00966-2325**

Name
Condominium Name
Building No. and Apt. No.
City, State, and ZIP+4

Exception

**D MR JOHN DOE
COND DEL MAR APT 103
SAN JUAN PR 00907-1112**

Name
Condominium Name and Apt. No.
City, State, and ZIP+4

Exception

Certain condominiums are not located on a named street or have an assigned number to the building. The name of the condominium is substituted for the street name.

**MR JUAN DOE
RES LAS MARGARITAS
EDIF 1 APT 104
CAGUAS PR 00725-1103**

Name
Residential Name
Building No. and Apt. No.
City, State, and ZIP+4

The word *CALLE* is commonly placed before the street name and number. *CALLE* means *STREET* in Spanish, and placing the word *CALLE* prior to other address components is proper utilization based on Spanish composition. In addition to the word *CALLE*, the word *AVENIDA* or its abbreviation *AVE* may also appear in this position.

292 Urbanization

Urbanization denotes an area, sector, or development within a geographic area. In addition to being a descriptive word, it precedes the name of the area. This *URB* descriptor, commonly used in urban areas of Puerto Rico, is an important part of the addressing format, as it describes the location of a given street.

**MR JOHN SMITH
URB FAIR OAKS
AVE WILSON CHURCHILL 123
RIO PIEDRAS PR 00926-0123**

Name
Urbanization
Street and Number
City, State, and ZIP+4

293 Common Translations

The following is a list of commonly used phrases that may appear in Puerto Rico addresses:

Spanish	English
Apartado	PO Box
Buzon	Box
Buzon Rural	Rural Box
Ruta Rural	Rural Route
Ruta Estrella	Highway Contract
Edificio	Building

**MR JOHN DOE
APARTADO 825
SAN JUAN PR 00936-0825**

Proper Spanish Format

**MR JOHN DOE
PO BOX 825
SAN JUAN PR 00936-0825**

English Version

The following is a list of Spanish words and their corresponding abbreviations:

Spanish Word	Abbreviation	Spanish Word	Abbreviation
Apartamento	APT	Extencion	EXT
Barriada	BDA	Hospital	HOSP
Building	BLDG	Industrial	IND
Bloque	BL	Jardines	JARD
Barrio	BO	Mansiones	MANS
Carretera	CARR	Parcelas	PARC
Caserio	CAS	Quebrada	QBDA
Condominio	COND	Reparto	REPTO
Cooperativa	COOP	Residencial	RES
Corporacion	CORP	Sector	SEC
Departamento	DEPT	Terraza	TERR
Edificio	EDIF	Urbanization	URB
Entrega General	GEN DEL	Villa	VIL

294 Spanish Directionals

Directionals are not commonly used in Puerto Rico addresses because other descriptions, such as urbanization, identify geographic areas. When they do appear in addresses, however, they may appear as follows:

Spanish		English	
Directional	Abbreviation	Directional	Abbreviation
Norte	N	North	N
Noreste	NE	Northeast	NE
Noroeste	NO	Northwest	NW
Sur	S	South	S
Sureste	SE	Southeast	SE
Suroeste	SO	Southwest	SW
Este	E	East	E
Oeste	O	West	W

Note: The only discrepancies between English and Spanish abbreviations occur in West directionals. In the ZIP+4 File, the English equivalents are used.

295 Delivery Address Line

295.1 General

The components of the Delivery Address Line are the primary address number, street name, secondary address identifier, and secondary address range.

125 CALLE MAIN
 URB HIGHLAND GARDENS
 COND LAS AMAPOLIAS APT 103

Primary Address No. and Street
 Name Secondary Address
 Identifier Street and Number

Note: In Puerto Rico there are usually no directionals or suffixes. Additionally, most apartment buildings do not have a street address. In this situation, the building name is part of the primary address identifier. If directionals are present in an address, they are part of the street name. Do not translate to directionals.

1510 CALLE 3 NO

NO = Northwest

1620 CALLE 17 SO

SO = Southwest

295.2 Street Names

Do not abbreviate street names if at all possible. Consult the abbreviation tables prior to making any abbreviation. For matching purposes, eliminating the word *CALLE* from named streets is recommended. Always print *CALLE*, *AVENIDA*, etc. on the mailpiece.

CALLE JULIO ENRIQUE VIZCARRONDO 150

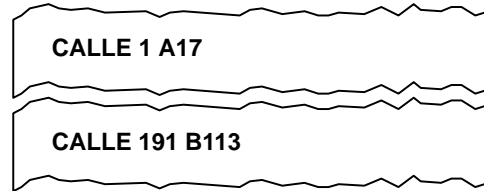
Incorrect

150 JULIO ENRIQUE VIZCARRONDO

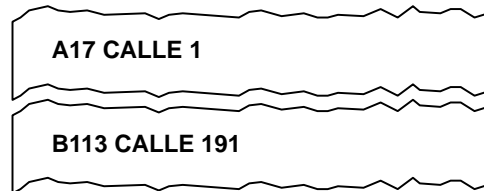
Correct

295.3 **Numbered Streets**

Numbered streets must always contain the word *CALLE*. This avoids misinterpretation of the delivery information between numbered streets and house numbers.



Incorrect

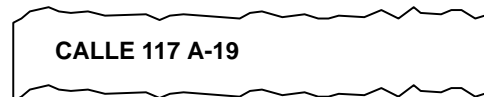


Correct

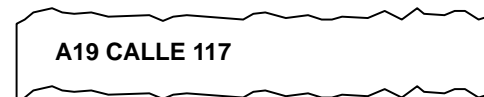
Note: Do not translate *CALLE* to the suffix *ST*. This translation makes the address undeliverable.

295.4 **House Numbers**

House numbers may have fractional or alphabetic modifiers. To make an address more deliverable because of alphanumeric ranges, place the house number before the street name.



Incorrect

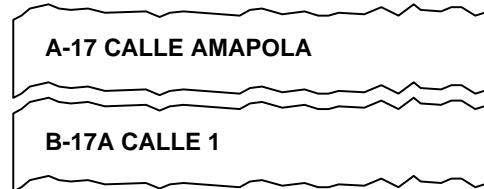


Correct

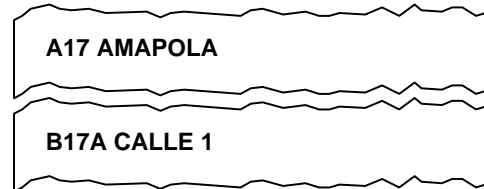
Due to the amount of numbers within a block and a house number in Puerto Rico addresses, many identifiers are used to separate address elements, including *BLOQUE*, *NUM*, *NO*, *CASA*, and *LOTE*. None of the identifiers are part of the address, and they are not in the AIS files.

Certain rules have to be established to eliminate these identifiers from address files. Placing the house number before the street name is recommended.

When placing alphanumeric house numbers prior to the street name, avoid using hyphens.

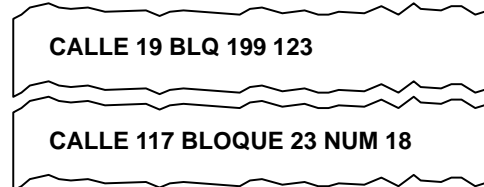


Incorrect

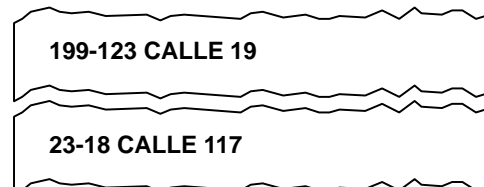


Correct

However, hyphens in the address range may be significant. When addresses contain up to three-digit numeric block numbers, it is necessary to include a hyphen.



Incorrect



Correct

This process facilitates matching customer files against AIS since hyphens are present in the AIS files.

295.5 Urbanization

Because urbanizations are the most important part of the address, they are abbreviated to *URB* followed by the urbanization name.



URBANIZATION GOLDEN GATE

Incorrect



URB GOLDEN GATE

Correct

Urbanizations are not repeated within five-digit zones and in most cases are served by one single carrier route. Therefore, a list of urbanization names serves for Five-Digit ZIP Code verification.

Note: Certain urbanizations are known as extensiones, mansiones, repartos, villas, parques, and jardines. When these names are present, there is no need to place the abbreviation *URB* prior to the name of the urbanization.



A17 JARD FAGOTA
PONCE PR 00731



B133 URB GOLDEN GATE
SAN JUAN PR 00920

Note: Some areas in Puerto Rico served in urbanizations do not have a street name. The urbanization becomes a street name and is located in the primary identifier of the AIS files.

295.6 Post Office Box

Print Post Office Box addresses as *PO BOX* on the mailpiece.



PO BOX 1195

PO Box addresses often appear with the words *CALLER*, *CALL BOX*, *GPO BOX*, *PO BOX S-1190*, *APTDO*, *APARTADO*, *BOX*, *BUZON*. These are changed to *PO BOX* as output to a mailpiece.




XYZ COMPANY
APARTADO 2018




ABC COMPANY
GPO BOX 1118

Incorrect



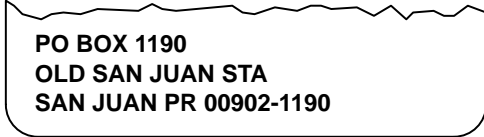
XYZ COMPANY
PO BOX 2018



ABC COMPANY
PO BOX 1118

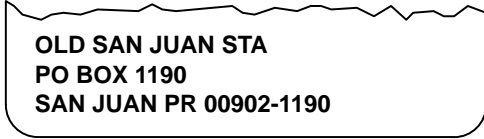
Correct

In certain areas, the station name appears in the line above the city, state, and ZIP Code. We recommend that it is either eliminated from the output address or relocated, placing *PO BOX* above the city and state and placing the station name on the line above. Station names are not present on the ZIP+4 File.



PO BOX 1190
OLD SAN JUAN STA
SAN JUAN PR 00902-1190

Incorrect



OLD SAN JUAN STA
PO BOX 1190
SAN JUAN PR 00902-1190

Correct

295.7 Rural Route

Rural route addresses are output on a mailpiece as *RR N BOX NN*. Do not use the words *RURAL*, *RUTA RURAL*, *BUZON*, or *BZN*.



RR 2 BOX 152

A leading zero before the rural route number is not necessary.



RR03 BOX 9800

Incorrect



RR 3 BOX 9800

Correct

The designations *RFD*, *RD*, and *RT* (meaning rural route) are changed to *RR*.



RFD ROUTE 4 BZN 1725

Incorrect



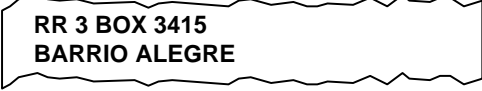
RR 4 BOX 1725

Correct

There should be no additional designations, such as sector names, on the Delivery Address Line of rural addresses. Sector names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. Eliminate this information in Puerto Rico addresses.



**RR 2 BOX 1980
SECTOR EL BRINCO**



**RR 3 BOX 3415
BARRIO ALEGRE**

Incorrect



RR 2 BOX 1980



RR 3 BOX 3415

Correct

3 Business Addressing Standards

31 General

311 **Joint Industry and Postal Service Standardization Efforts**

This chapter defines standardized formats for business addresses to be used on mailpieces. This standardization effort was originally initiated by the Direct Mail Association (DMA) Business-to-Business Users' Group in late 1987 and included the involvement of other DMA segments groups who provide business-to-business list services. The Postal Service's Address Management Office and National Customer Support Center (NCSC) have worked closely with these groups to pinpoint problem areas and develop recommended solutions. Members of the Graphic Communications Association (GCA) have also provided strong support for the development of these business-to-business addressing standards.

As awareness of business-to-business addressing issues became more widespread, a broader scope of industry participation was facilitated by the establishment of a special ad hoc Business-to-Business Addressing Subcommittee of the Mailers' Technical Advisory Committee in the fall of 1989.

Numerous joint working meetings were held to thoroughly define standardization needs and develop the components of the recommended addressing guidelines outlined in this section. It should be noted that this effort intentionally dovetailed with the earlier joint industry and Postal Service program that established the general addressing standards. Industry and USPS joint work groups will continue to be created to provide the information necessary to achieve the highest level of address quality possible.

312 **Unique Addressing Issues**

For consumer and residential addresses, a complete and correct address consists of three basic lines of information: Customer or Recipient Line, Delivery Address Line, and Last Line (City State ZIP). Depending on the address type, other address data elements could include apartment or suite numbers, post office box addresses, and a complete rural/highway contract route address (with route and box numbers).

Significantly, in terms of content, business-to-business mailers have much more to worry about with various permutations of firm names, the use of prestige addresses, and auxiliary company and personnel data, e.g., titles, personal/professional, and department or division. Consequently for the business-to-business mailer, the scope of standardization and list maintenance and correction becomes much more complex.

By establishing preferred format or data element location guidelines, defined character lengths, standard abbreviations, and a progression of compression steps, a process has been created that now enables mailers to uniformly condense business address components to any practical length, depending on the purpose and the need to abbreviate the data. The use of standardized abbreviations and logical compression steps is intended to facilitate the computer based merge/purge process, Postal Service multi-line optical character readers (MLOCR) and industry address matching services including ZIP+4 and NCOA.

The mailer has full discretion in the use of standard abbreviations and compression guidelines to optimize computer data storage and output to a mailpiece. There is no intent to mandate the use of these abbreviations or guidelines if the mailer prefers the full spelling.

313 **Business Address Standardization Factors**

Address standardization has the potential to improve many phases of the business-to-business mail process — from merge/purge to delivery. The following are specific problem areas these standards can address.

313.1 **Costly Inefficiencies in the Merge/Purge Process**

It is hard to identify and eliminate duplicate addresses when address data is presented in varying formats, i.e., when abbreviation and compression tactics are applied randomly or multiple data element combinations are used.

313.2 **Costly Poor Address Hygiene**

Businesses often prefer to use “prestige” or “vanity” addresses and occasionally use multiple versions of their firm name, depending on their market needs. They also apply differing abbreviation and compression tactics. As a result, match rates against Postal Service address improvement products, i.e., NCOA, Address Change Service (ACS), and ZIP+4, are low.

313.3 **Costly Missed Opportunities for Barcoding Discounts**

Because of inconsistencies in business address formats, business addresses often do not match against ZIP+4 data used to produce a barcode. Business-to-business mailers find it harder to take full advantage of new automation and barcoding discounts.

313.4 Costly Non-deliverability

Inconsistent addressing tactics or missing address elements due to varying compression methods often result in non-deliverable mail. Delivery of mail within an organization may also be impaired if internal mailstops are not part of the address. In this context *mailstop* refers to a unique routing code used by a company for internal mail delivery. It does not include the traditional information, such as Accounts Payable Branch, or Attn To:, Example: Mailstop ABC 456.

314 Purpose of Standardization

The purpose of standard abbreviations and compression guidelines is to provide a uniform reference when there is a need to condense address data. The standards contain the following components: an address format model indicating preferred address data element locations, a progression of optional line compression steps, and a table of standard abbreviations for the most commonly used business words. These tools are designed to meet the following objectives:

- a. Improve computer matching of business address data in the merge/purge process and enhance the application of Postal Service address improvements.
- b. Facilitate proper address compression for data transfers and differing output presentations, e.g., for Postal Service delivery vs. inside letter personalization or Cheshire labeling vs. ink jet printing.

32 Scope of Standardization

321 Benefits

The Business Address Standards are being adopted by postal units and are required in all internal Postal Service processing systems — including the NCOA System and ACS. Postal Service licensees, direct marketing service bureaus, and business-to-business mailers are encouraged to incorporate these standards as a means to achieve improved merge/purge results, higher list quality, and Postal Service deliverability.

There are additional benefits to be achieved through improved business-to-business address quality and a standardized address format, such as increasing potential deliverability of mail once processed and more consistency in address information stored in customer files and directories. The emphasis has been to clarify business-to-business addressing techniques and provide guidelines and tools that deal with the many unusual addressing conventions in business-to-business list processing. A strong focus has been on providing the Postal Service with a uniform approach to matching these addresses through its customer products and automated equipment.

322 **Business-to-Business List Maintenance**

Business-to-business addressing standards are tailored to provide guidance on the most efficient means to output a business address onto a mailpiece. It is necessary to begin with list compilation, list maintenance, or list management to ensure that the content of the address is both accurate and complete. A variety of AIS products and services are available to assist in these processes, which have worked well for consumer lists. The business-to-business standards are intended to greatly enhance the use of these products by providing a uniform format for business address information.

323 **Business-to-Business List Correction**

Prior to this effort of developing specific guidelines and tables for standardization of business-to-business addresses, the application of the Postal Service AIS address improvement products and services was not always an effective means to correct business-to-business addresses — simply because of poor match rates. With the Postal Service incorporating the tables and guidelines that have emerged from this process, the AIS services are much improved for business-to-business applications. In the future, once a business-to-business address has been matched against AIS files, the address list should be corrected accordingly. Business-to-business addresses that have been standardized will contain all the necessary address elements required for Postal Service delivery as well as the most correct firm name and contract information as required for marketing purposes.

324 **Business-to-Business List Updates**

Once files are updated, it is important to establish list management procedures to ensure timely updates and maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

325 **Business-to-Business Address Output**

Once an address has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. A standardized address should also be “machine readable” so that it can be processed on high-speed optical character readers (OCRs). Publication 25, *Designing Business Letter Mail*, contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been prebarcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend that you obtain a copy of Publication 25 from your local post office. If your mailpiece will be submitted for automation rates (other rates may also apply), the requirements in *Domestic Mail Manual* A800 and C840 must be met.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The most optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the ZIP+4 Files.

326 **Business-to-Business Deliverability**

The final benefit to be achieved through business-to-business address standardization is deliverability of a mailpiece. Addresses that are complete and have matched the Postal Service files and/or directories have a better chance of being properly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse Postal Service delivery personnel or be misread by Postal Service equipment improves the ability to provide timely delivery. The industry and the Postal Service will continue to work together to explore ways to improve the processing and delivery of mail in a timely, cost effective manner. Business-to-business address standardization is a very positive step towards improved address quality and a cost-effective operation both for the business-to-business mailer and the Postal Service.

33 **Defining Business-to-Business Data Elements**

To understand the complexity of business-to-business addressing, a strong effort has been made to identify and define the many individual data elements that can be included in a business-to-business address. Input from the business-to-business field (users and suppliers) — gathered from several industry surveys — aided in the development of the following list. The first nine data elements relate to the marketing intentions of the mailer and do not actually affect the Postal Service deliverability of a piece.

The following are data elements that could be included in a business-to-business address:

Company/Contact Information

1. Name Prefix
2. First Name
3. Middle Name or Initial
4. Surname
5. Suffix Title*
6. Professional Title
7. Functional Title
8. Division/Department Name
9. Mailstop Code


* Includes maturity (e.g., JR, SR) and professional (e.g., PHD, DDS) suffixes.

Address data elements 10 through 27 are Postal Service standardization issues for purposes of distribution and deliverability:

Distribution and Delivery Address Information

10. Street Number	20. State
11. Predirectional	21. ZIP Code
12. Street Name	22. ZIP+4 Code
13. Street Suffix	23. Carrier Route Code
14. Postdirectional	24. Operational Endorsement/ACS Participant Code
15. Secondary Unit Indicator	25. Key Line Code
16. Secondary Number	26. POSTNET Barcode
17. Company Name	27. POSTNET Address Block Barcode
18. PO Box Number	
19. City	

The following business address format is recommended when outputting to a mailpiece. Except as noted below, the use of a specific address line or address data element within a line is optional based on marketing intent, data availability, label size, or mailer preference. When a business address data element is not used on a mailpiece, the address data element above is positioned downward into the vacant area, thereby maintaining overall relative address data element placement on the mailpiece.

Address Data Element	Example
Optional Endorsement Line	#BXNHJVF *****C002
Key Line Data	#ABCDEFGHIJKLMNO3# /12345678
POSTNET Address Block Barcode	
Mailstop Code	MSC4567ABCD
Attention Line	MS MILDRED DOE
Individual Title	PROFESSIONAL ENGINEER
Functional Title	DESIGN ENGINEERING MANAGER
Group, Department, Division Name	BRAKE CONTROL DIVISION
Business/Firm Name	BIG BUSINESS INCORPORATED
Delivery Address Line	12 E BUSINESS LN STE 209
City, State, ZIP+4 Line	KRYTON TN 38188-0002

It is unlikely that any one business address contains all 11 of the business address data elements detailed above. The example above defines the business address data elements and their relative placement on a mailpiece. Generally, only five lines of address information are suitable for automated processing when not barcoding.


The use of a standardized business address format, standard business word abbreviations, line removal, and business address line compression logic is intended to improve the quality of matches between Postal Service and industry address improvement, hygiene, and matching services. This would include computer-based change of address and merge/purge programs and would facilitate Postal Service and commercial MLOCR recognition.

When **outputting** business address data elements to a mailpiece, the complete address data element, **including the complete and correct spelling of each word**, is preferred. In those instances where certain constraints limit the number of words or characters that can be placed on the mailpiece, the **most preferred** method is to replace fully spelled words with standard address and business word abbreviations. If additional reduction in lines or address data elements is necessary for application on the mailpiece, then apply the guidelines in logical order as presented in section 34.

It is important to note that the application of these logical steps is the option of the mailer and is provided as a standardized approach for use when the mailer has a business need to alter the address format. It is recommended that each logical step be applied only if the additional compression offered by that step is required or desired by the mailer. The application of some logical steps could produce an output that may be unacceptable to the mailer.

34 Line Removal Guidelines

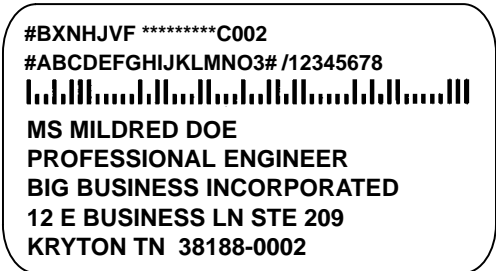
341 Sample Business Address Format

Line #	Data Element	Example
*1.	Optional Endorsement Line	#BXNHJVF *****C002
**2.	Key Line Data	#ABCDEFGHIJKLMNO3# /12345678
**3.	POSTNET Address Block Barcode	
***4.	Mailstop Code	MSC 4567ABCD
***5.	Attention Line	MS MILDRED DOE
***6.	Individual Title	PROFESSIONAL ENGINEER
***7.	Functional Title	DESIGN ENGINEERING MANAGER
***8.	Group, Department, Division Name	BRAKE CONTROL DIVISION
*9.	Business/Firm Name	BIG BUSINESS INCORPORATED
*10.	Delivery Address Line	12 E BUSINESS LN STE 209
*11.	City, State, Zip+4 Line	KRYTON TN 38188-0002

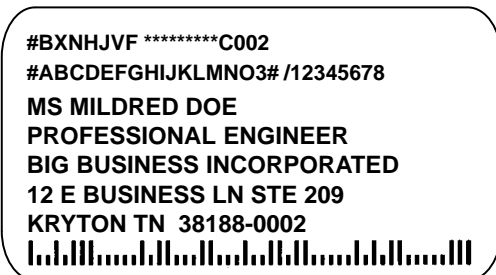
* These lines directly affect Postal Service distribution.
 ** These lines are required for some Postal Service programs.
 *** These lines are optional for the mailer.

342 Primary Considerations

The preferred location for the POSTNET Address Block Barcode is above the address block or immediately below the optional endorsement and/or key line information, if used. However, it may be placed below the address block if necessary. In either location it must be within 4 inches of the bottom and 1/2 inch from either edge of the mailpiece in order to be read by the barcode sorter. Refer to section C840 of the DMM for additional criteria and options for placement of the barcode on mailpieces.



Preferred



Optional

Line #3 — POSTNET Address Block Barcode

343 **Address Line Removal**

If the number of business address lines on a mailpiece must be reduced, apply the following steps in the order listed.

343.1 **Lines Required for Postal Service Distribution**

Lines #9, #10, and #11 contain addressing data elements that are required for distribution and delivery by the Postal Service. Therefore, they must appear as the last three lines of the address block. If it is necessary to compress the number of characters in an address data element, use the recommended Abbreviations or Suffix Tables or the word compression guidelines identified in this publication.

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary it may be wrapped down. The use of standard business word abbreviations is preferred over line wrapping.

LONGFELLOW APPLIANCE BROKERAGE COMPANY	Preferred
LONGFELLOW APPLIANCE BROKERAGE CO	Option #1
LONGFELLOW APPLIANCE BRKRGE CO	Option #2
LONGFELLOW APPLNC BRKRGE CO	Option #3
LONGFELLOW APPLIANCE BROKERAGE COMPANY	Option #4

Line #9 — Business/Firm Name

When secondary delivery information, e.g., *APARTMENT* or *SUITE*, is part of the address but does not fit on the Delivery Address Line, all secondary components should be placed immediately above the Delivery Address Line.

**MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002**

Optional

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002**

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be presented on a single line. If that is not possible, the ZIP Code or the ZIP+4 code should be placed below the City State information. However, when compressing line #11 do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002**

Optional

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002**

Preferred

Line #11 — City, State, ZIP+4 Line

343.2 **Required Lines for Certain Postal Service Programs**

Lines #1 and #2 may be required on the mailpiece when it is submitted under some of the Postal Service Presort programs or the ACS program. Therefore, when they are present they must appear in the address block in the order indicated by the Sample Business Address Format. They cannot be wrapped, altered, or compressed.

#BXNHJVF *****C002

Line #1 — Optional Endorsement Line

#ABCDEFGHIJKLMNO3# /12345678
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Line #2 — Key Line Data

343.3 **Optional Lines**

Lines #4, 5, 6, 7, and 8 are **not** required by the Postal Service for distribution and delivery and are optional for the mailer.

Line #5, Attention, when it contains an individual name, or line #7, Functional Title, may be critical for delivery within the company or firm, but the use of both may not be necessary.

MSC 4567ABCD

Line #4 — Mailstop Code

MS MILDRED DOE

Line #5 — Attention Line

PROFESSIONAL ENGINEER

Line #6 — Individual Title

DESIGN ENGINEERING MANAGER

Line #7 — Functional Title

BRAKE CONTROL DIVISION

Line #8 — Group, Department, Division

35 Address Data Element Compression Guidelines

The Postal Service and commercial MLOCR equipment can read a maximum of 40 characters per line within a maximum of 8 separate words per line. If either parameter is exceeded, the MLOCR ignores the entire line.

Apply the following steps if it is necessary to reduce the number of words or characters from business address data elements applied to a mailpiece. Use the order listed.

351 **Removal and Deletion Restrictions**

Do not remove or delete any characters or symbols from line #1 Optional Endorsement Line, line #2 Key Line Data, or line #3 POSTNET Address Block Barcode.

352 **Abbreviations**

Use the standard business and address word abbreviations for address data elements whenever necessary. These abbreviations can be found in Appendix G. It is recommended that you only abbreviate the last word. You should not abbreviate words when the name length meets the user's character length requirements.

**MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002**

Optional

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002**

Preferred

Use of Abbreviations

353 **Right-to-Left Evaluation**

Evaluate each of the business address data elements in each business address line separately. Always work from the right to the left within each address line.

MS MILDRED DOE
 PROFESSIONAL ENGR
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN 38188-0002

Option #1

MS MILDRED DOE
 PRO ENGR
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN 38188-0002

Option #2

MS MILDRED DOE
 PROFESSIONAL ENGINEER
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN 38188-0002

Preferred

354 Special Characters

Remove special characters, multiple blanks, and punctuation in order as listed below.

Special Characters

	Double spaces/blanks change to single space or blank, except between state abbreviations and ZIP Codes or ZIP+4 codes.
*	Asterisks, except in the Optional Endorsement Line
,	Commas
.	Periods
()	Parentheses
“ ”	Quotations
:	Colons
;	Semi-colons
'	Apostrophes
-	Hyphens, except in the ZIP+4 code and in the primary number used in the Delivery Address Line. Spaces before and after the hyphen or slashes (/) should be removed from the address or firm line.
@	At
&	Ampersand

***MS MILDRED DOE
 “PROFESSIONAL ENGINEER”
 (MAIN OFFICE)
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE-209
 KRYTON, TN 38188-0002**

Acceptable

**MS MILDRED DOE
 PROFESSIONAL ENGINEER
 MAIN OFFICE
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN 38188-0002**

Preferred

**JOHN SMITH
 PIZZA DELIVERY COMPANY
 61-20 E RIVER DR
 NEW YORK, NY 10021-0905**

Acceptable

**JOHN SMITH
 PIZZA DELIVERY COMPANY
 61-20 E RIVER DR
 NEW YORK NY 10021-0905**

Preferred

355 Remove Certain Words

Replace or remove certain words as listed below. However, the use of standard business word abbreviations is preferred over removal of words. The following compression technique should be applied only if the standard abbreviations do not meet particular business needs.

- Replace *and* with *space*.
- Replace *space & space* with *space*.
- Replace number words with numeric symbols: *first* with *1ST*.
- Remove *etc.*, *i.e.*, *in care of*, and *et al*.
- Remove words like *the*, *of*, *by*, *for*, *at*, *also*.
- Remove *ATTENTION*, *ATTN*.
- Remove gender words like *MS*, *MRS*, *MISS*, *MR*, *SIR*.
- Remove title words like *DR*, *PHD*, *DDS*, *RN*.

356 **Wrapping**

When address information does not fit on one line, wrap the additional information on either the line above or below, as shown below. However, the use of standard business word abbreviations is preferred over line wrapping. Only wrap lines if standard abbreviations do not meet your business needs.

Wrapping	Additional Information
No Wrap	1. Optional Endorsement
No Wrap	2. Key Line Data
No Wrap	3. POSTNET Address Block Barcode
Wrap Down	4. Mailstop Code
Wrap Down	5. Attention Line
Wrap Down	6. Individual Title
Wrap Down	7. Functional Title
Wrap Down	8. Group, Department, Division
Wrap Down	9. Business/Firm Name
Wrap Up	10. Delivery Address Line
Wrap Down	11. City, State, ZIP+4 Line

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary, it may be wrapped down.

INTERNATIONAL FNCL GRP INC

Optional

**INTERNATIONAL FINANCIAL
GROUP INCORPORATED**

Preferred

Line #9 — Business/Firm Name

When secondary delivery information, e.g., *APT* or *SUITE*, is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

**MS MILDRED DOE
 PROFESSIONAL ENGINEER
 BIG BUSINESS INCORPORATED
 STE 209
 12 E BUSINESS LN
 KRYTON TN 38188-0002**

Optional

**MS MILDRED DOE
 PROFESSIONAL ENGINEER
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN 38188-0002**

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be on a single line. If that is not possible, the ZIP Code, including the ZIP+4 code, may be placed below the city/state information. However, when compressing line #11, do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

**MS MILDRED DOE
 PROFESSIONAL ENGINEER
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN
 38188-0002**

Optional

**MS MILDRED DOE
 PROFESSIONAL ENGINEER
 BIG BUSINESS INCORPORATED
 12 E BUSINESS LN STE 209
 KRYTON TN 38188-0002**

Preferred

Line #11 — City, State, ZIP+4 Line

357 **Line #9 Compression**

When compressing line #9, Business/Firm Name, do not alter the first and second words (leftmost), if possible, except when the first word is *THE*, which may be removed.



GENERAL DEVELOPMENT EMPORIUM

Optional



THE GENERAL DEVELOPMENT EMPORIUM

Preferred

Line #9 — Business/Firm Name

358 **Standard State Name Abbreviations**

When an individual state name that appears anywhere in a business address must be compressed or abbreviated because of space restrictions, use the standard State abbreviation listed in Appendix B.

Note: Use US for United States. Use USA for United States of America.



VA CONSTRUCTION CORPORATION

Optional



VIRGINIA CONSTRUCTION CORPORATION

Preferred

Line #9 — Business/Firm Name



1435 VA HILL WAY

Optional



1435 VIRGINIA HILL WAY

Preferred

Line #10 — Delivery Address Line

359 **Repetitive Word Removal**

Remove repetitive words; however, standard business word abbreviations are preferred over word removal. The compression technique in this step should be applied only if standard abbreviations do not meet your business needs.

GOODMAN WILSON AND HAROLDSON

Optional

GOODMAN GOODMAN WILSON AND HAROLDSON

Preferred

Line #9 — Business/Firm Name

3510 **Short-Ending Substitution**

Substitute short endings on words.

Ending	Substitute
an	= n
er	= r
ial	= l
al	= l
ies	= s
es	= s
ed	= d
ing	= ng
tion	= tn

3511 **Last Word Abbreviations**

If the last word of an address line is any of those listed below, first replace the word with the standard abbreviation. If additional compression is still required, remove the word or its standard abbreviation.

Note: This step can be applied only to address lines #6, 7, 8, and 9.

Word	Abbreviations
ADMINISTRATION	ADMN
AGENCY	AGCY
BRANCH	BRNCH, BR
CENTER	CTR
COMPANY	CO

Word	Abbreviations
CORPORATION	CORP
DIVISION	DIV
ENTERPRISE	ENTRPRS
GOVERNMENT	GOVT
GROUP	GRP
HEADQUARTERS	HDQTRS
INCORPORATED	INC
LABORATORY	LAB
LIMITED	LTD
MANAGEMENT	MGMT
MANUFACTURER, MANUFACTURING	MFR, MFG
MUNICIPAL	MNCPL
NATIONAL	NATL
PARTNERSHIP	PRTNRSHP
SYSTEM	SYS

3512 **Vowel Removal**

It is recommended that vowels not be removed if the desired address data element compression can be obtained by first using standard word abbreviations.

From the right side of the address line, beginning with the rightmost word, remove vowels as necessary on a word-by-word basis to achieve desired compression. Leave the last vowel; if the first character of a word is a vowel, do not remove that character. It is also recommended that the vowels not be removed from the leftmost words.

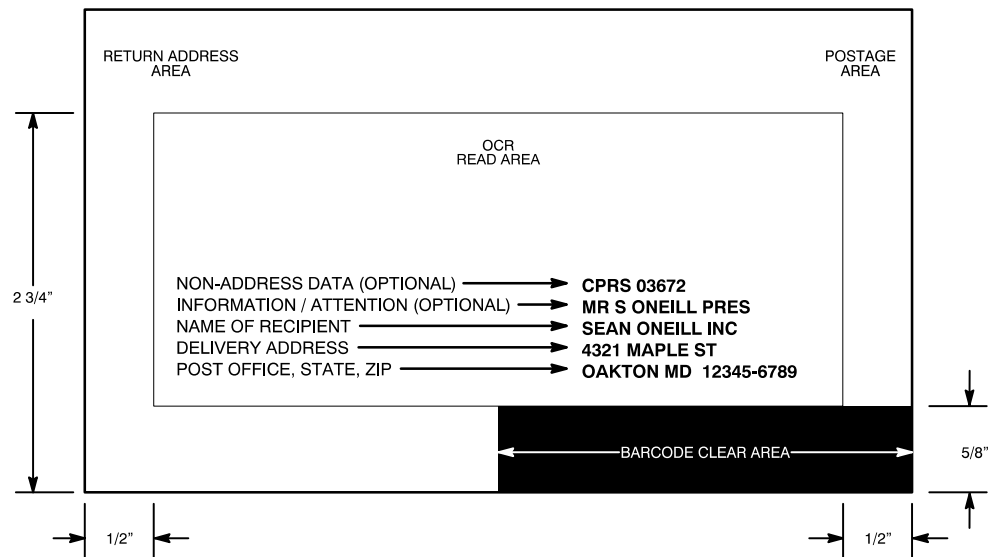
Appendix A

Address Formatting

A1 Readability

An *automation readable mailpiece* is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 POSTNET barcode and is readable on an OCR and/or a barcode sorter (BCS). The POSTNET barcode, whether preapplied or printed via an OCR, should reflect the ZIP+4 code that permits the finest level of sort for each mailpiece.

The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, we suggest you obtain a copy of Publication 25, *Designing Business Letter Mail*, or Publication 221, *Addressing For Success*, from your local post office marketing and communications office. The Postal Service's Website (www.usps.gov) also provides access to those publications.



Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the primary or secondary street number (if needed) or the ZIP+4 code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types in section A2.)

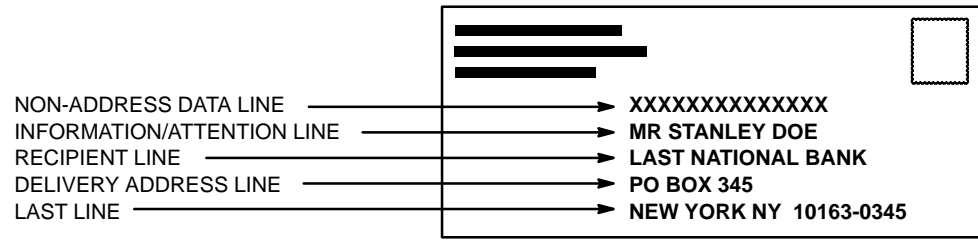
Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.

The entire address should be contained in an imaginary rectangle known as the OCR read area (see illustration in section A1) that extends from 5/8" to 2 3/4" from the bottom of the mailpiece, with 1/2" margins on each side.

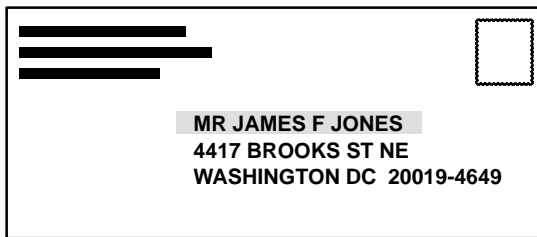
The barcode clear area, 5/8" from the bottom, and 4 3/4" from the right edge of the mailpiece (see illustration in section A1), is the area where a POSTNET barcode is preapplied or printed by an OCR.

Extraneous (nonaddress) printing that appears in the OCR read area should be positioned above the delivery address line and as far away from the address block as possible.

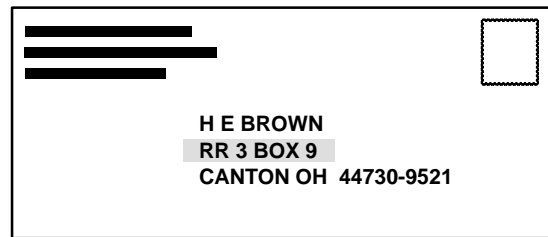
A2 Address Types



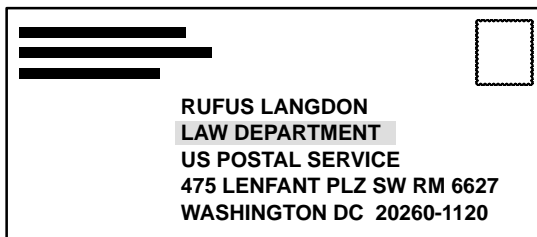
KEY



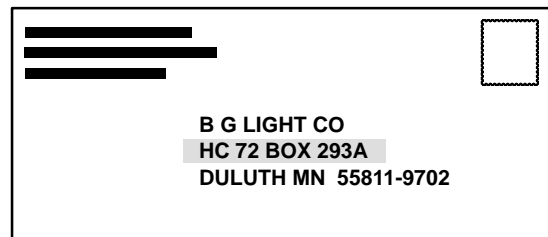
INDIVIDUAL (SEE SECTION 212)



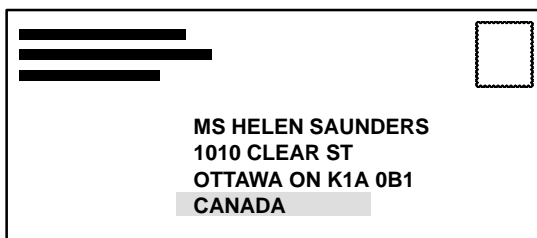
RURAL ROUTE (SEE SECTION 24)



ATTENTION LINE (SEE SECTION 214)



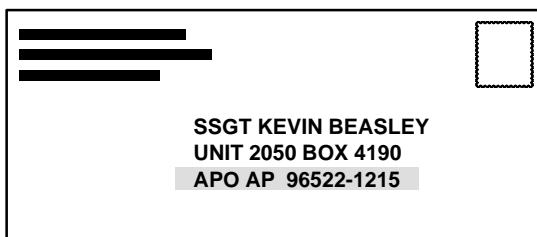
HIGHWAY CONTRACT (SEE SECTION 25)



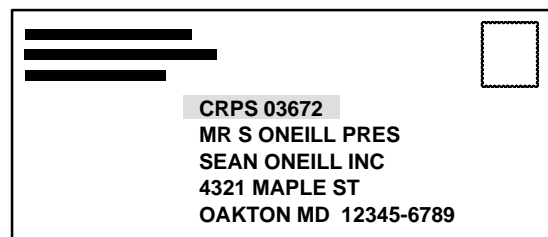
INTERNATIONAL (SEE SECTION A3)



POST OFFICE BOX (SEE SECTION 28)



MILITARY (SEE SECTION 225)



NON-ADDRESS DATA (SEE SECTION 343.3)

A3 International Addresses

A31 General Requirements

The bottom line of the address should show only the COUNTRY name, written in full (no abbreviations) and preferably in capital letters. **Do not place the postal codes (ZIP Codes) of foreign country designations on the last line of the address. Do not underline the COUNTRY name.** An example of a correct foreign address follows:

INGE DIETRIC-FISCHER
HARTMANNSTRASSE 7
5300 BONN 1
GERMANY

A32 Canada Only

Either of the following address formats may be used when the postal address delivery zone is included in the address. Use the standard two-character abbreviations for provinces and territories.

MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA

Option #1

MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON CANADA
K1A 0B1

Option #2

Canadian Province/ Territory	Postal Service Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon Territory	YT

How To Obtain Canadian Postal Code Information

Mailers wishing to order a Postal Code Directory for Canada should write to the following address to obtain an order form:

NATIONAL PHILATELIC CENTRE
CANADA POST CORPORATION
75 ST NINIAN ST SUITE 100
ANTIGONISH NS B2G 2R8
CANADA

call: 1-800-565-4362

Major mailers requiring Postal Code information on computer tape or information regarding Canadian mailing standards should write to the following address:

ADDRESS MANAGEMENT
CANADA POST CORPORATION
2701 RIVERSIDE DR SUITE NO813
OTTAWA ON K1A 0B1
CANADA

call: 1-613-734-6402

Appendix B

Two-Letter State and Possession Abbreviations

Use the abbreviations below when addressing mail. Using the two-letter state abbreviations makes it possible to enter the city, state, and Five-Digit ZIP Code (or ZIP+4 code) on the last line of the address within 28 positions when necessary: 13 positions for city, 1 space between the city and state abbreviation, 2 positions for the state, 2 spaces (preferred) between the state and ZIP Code, and 10 positions for the ZIP+4 code.

State/Possession	Abbreviation
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD

State/Possession	Abbreviation
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN

State/Possession	Abbreviation
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

Geographic Directional	Abbreviation
North	N
East	E
South	S
West	W
Northeast	NE
Southeast	SE
Northwest	NW
Southwest	SW

Military "State"	Abbreviation
Armed Forces Europe, the Middle East, and Canada	AE
Armed Forces Pacific	AP
Armed Forces Americas (except Canada)	AA

Appendix C

Street Abbreviations

C1 Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service Standard Suffix Abbreviations.

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	ALY
	ALLEY	
	ALLY	
	ALY	
ANNEX	ANEX	ANX
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	ARC
	ARCADE	
AVENUE	AV	AVE
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNUE	
BAYOU	BAYOO	BYU
	BAYOU	
BEACH	BCH	BCH
	BEACH	
BEND	BEND	BND
	BND	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BLUFF	BLF	BLF
	BLUF	
	BLUFF	
BLUFFS	BLUFFS	BLFS
BOTTOM	BOT	BTM
	BTM	
	BOTTM	
	BOTTOM	
BOULEVARD	BLVD	BLVD
	BOUL	
	BOULEVARD	
	BOULV	
BRANCH	BR	BR
	BRNCH	
	BRANCH	
BRIDGE	BRDGE	BRG
	BRG	
	BRIDGE	
BROOK	BRK	BRK
	BROOK	
BROOKS	BROOKS	BRKS
BURG	BURG	BG
BURGS	BURGS	BGS

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BYPASS	BYP	BYP
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	CP
	CP	
	CMP	
CANYON	CANYN	CYN
	CANYON	
	CNYN	
CAPE	CAPE	CPE
	CPE	
CAUSEWAY	CAUSEWAY	CSWY
	CAUSWAY	
	CSWY	
CENTER	CEN	CTR
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	CTRS
CIRCLE	CIR	CIR
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	CI RS
CLIFF	CLF	CLF
	CLIFF	
CLIFFS	CLFS	CLFS
	CLIFFS	
CLUB	CLB	CLB
	CLUB	
COMMON	COMMON	CMN

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
COMMONS	COMMONS	CMNS
CORNER	COR	COR
	CORNER	
CORNERS	CORNERS	CORS
	CORS	
COURSE	COURSE	CRSE
	CRSE	
COURT	COURT	CT
	CT	
COURTS	COURTS	CTS
	CTS	
COVE	COVE	CV
	CV	
COVES	COVES	CVS
CREEK	CREEK	CRK
	CRK	
CRESCENT	CRESCENT	CRES
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	CRST
CROSSING	CROSSING	XING
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	XRD
CROSSROADS	CROSSROADS	XRDS
CURVE	CURVE	CURV
DALE	DALE	DL
	DL	
DAM	DAM	DM
	DM	
DIVIDE	DIV	DV
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	DR
	DRIV	
	DRIVE	
	DRV	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
DRIVES	DRIVES	DRS
ESTATE	EST	EST
	ESTATE	
ESTATES	ESTATES	ESTS
	ESTS	
EXPRESSWAY	EXP	EXPY
	EXPR	
	EXPRESS	
	EXPRESSWAY	
	EXPW	
	EXPY	
EXTENSION	EXT	EXT
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	EXTS
FALL	FALL	FALL
FALLS	FALLS	FLS
	FLS	
FERRY	FERRY	FRY
	FRRY	
	FRY	
FIELD	FIELD	FLD
	FLD	
FIELDS	FIELDS	FLDS
	FLDS	
FLAT	FLAT	FLT
	FLT	
FLATS	FLATS	FLTS
	FLTS	
FORD	FORD	FRD
	FRD	
FORDS	FORDS	FRDS
FOREST	FOREST	FRST
	FORESTS	
	FRST	
FORGE	FORG	FRG
	FORGE	
	FRG	
FORGES	FORGES	FRGS

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
FORK	FORK	FRK
	FRK	
FORKS	FORKS	FRKS
	FRKS	
FORT	FORT	FT
	FRT	
	FT	
FREEWAY	FREEWAY	FWY
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	GDN
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	GDNS
	GDNS	
	GRDNS	
GATEWAY	GATEWAY	GTWY
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	
GLEN	GLEN	GLN
	GLN	
GLENS	GLENS	GLNS
GREEN	GREEN	GRN
	GRN	
GREENS	GREENS	GRNS
GROVE	GROV	GRV
	GROVE	
	GRV	
GROVES	GROVES	GRVS
HARBOR	HARB	HBR
	HARBOR	
	HARBR	
	HBR	
HARBORS	HRBOR	HBR
	HARBORS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
HAVEN	HAVEN	HVN
	HVN	
HEIGHTS	HT	HTS
	HTS	
HIGHWAY	HIGHWAY	HWY
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	HL
	HL	
HILLS	HILLS	HLS
	HLS	
HOLLOW	HLLW	HOLW
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	INLT
ISLAND	IS	IS
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	ISS
	ISLNDS	
	ISS	
ISLE	ISLE	ISLE
	ISLES	
JUNCTION	JCT	JCT
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	JCTS
	JCTS	
	JUNCTIONS	
KEY	KEY	KY
	KY	
KEYS	KEYS	KYS
	KYS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
KNOLL	KNL	KNL
	KNOL	
	KNOLL	
KNOLLS	KNLS	KNLS
	KNOLLS	
LAKE	LK	LK
	LAKE	
LAKES	LKS	LKS
	LAKES	
LAND	LAND	LAND
LANDING	LANDING	LNDG
	LNDG	
	LNDNG	
LANE	LANE	LN
	LN	
LIGHT	LGT	LGT
	LIGHT	
LIGHTS	LIGHTS	LGTS
LOAF	LF	LF
	LOAF	
LOCK	LCK	LCK
	LOCK	
LOCKS	LCKS	LCKS
	LOCKS	
LODGE	LDG	LDG
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	LOOP
	LOOPS	
MALL	MALL	MALL
MANOR	MNR	MNR
	MANOR	
MANORS	MANORS	MNRS
	MNRS	
MEADOW	MEADOW	MDW
MEADOWS	MDW	MDWS
	MDWS	
	MEADOWS	
	MEDOWS	
MEWS	MEWS	MEWS

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
MILL	MILL	ML
MILLS	MILLS	MLS
MISSION	MISSN	MSN
	MSSN	
MOTORWAY	MOTORWAY	MTWY
MOUNT	MNT	MT
	MT	
	MOUNT	
MOUNTAIN	MNTAIN	MTN
	MNTN	
	MOUNTAIN	
	MOUNTIN	
	MTIN	
	MTN	
MOUNTAINS	MNTNS	MTNS
	MOUNTAINS	
NECK	NCK	NCK
	NECK	
ORCHARD	ORCH	ORCH
	ORCHARD	
	ORCHRD	
OVAL	OVAL	OVAL
	OVL	
OVERPASS	OVERPASS	OPAS
PARK	PARK	PARK
	PRK	
PARKS	PARKS	PARK
PARKWAY	PARKWAY	PKWY
	PARKWY	
	PKWAY	
	PKWY	
	PKY	
PARKWAYS	PARKWAYS	PKWY
	PKWYS	
PASS	PASS	PASS
PASSAGE	PASSAGE	PSGE
PATH	PATH	PATH
	PATHS	
PIKE	PIKE	PIKE
	PIKES	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
PINE	PINE	PNE
PINES	PINES	PNES
	PNES	
PLACE	PL	PL
PLAIN	PLAIN	PLN
	PLN	
PLAINS	PLAINS	PLNS
	PLNS	
PLAZA	PLAZA	PLZ
	PLZ	
	PLZA	
POINT	POINT	PT
	PT	
POINTS	POINTS	PTS
	PTS	
PORT	PORT	PRT
	PRT	
PORTS	PORTS	PRTS
	PRTS	
PRAIRIE	PR	PR
	PRAIRIE	
	PRR	
RADIAL	RAD	RADL
	RADIAL	
	RADIEL	
	RADL	
RAMP	RAMP	RAMP
RANCH	RANCH	RNCH
	RANCHES	
	RNCH	
	RNCHS	
RAPID	RAPID	RPD
	RPD	
RAPIDS	RAPIDS	RPDS
	RPDS	
REST	REST	RST
	RST	
RIDGE	RDG	RDG
	RDGE	
	RIDGE	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
RIDGES	RDGS	RDGS
	RIDGES	
RIVER	RIV	RIV
	RIVER	
	RVR	
	RIVR	
ROAD	RD	RD
	ROAD	
ROADS	ROADS	RDS
	RDS	
ROUTE	ROUTE	RTE
ROW	ROW	ROW
RUE	RUE	RUE
RUN	RUN	RUN
SHOAL	SHL	SHL
	SHOAL	
SHOALS	SHLS	SHLS
	SHOALS	
SHORE	SHOAR	SHR
	SHORE	
	SHR	
SHORES	SHOARS	SHRS
	SHORES	
	SHRS	
SKYWAY	SKYWAY	SKWY
SPRING	SPG	SPG
	SPNG	
	SPRING	
	SPRNG	
SPRINGS	SPGS	SPGS
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	SPUR
SPURS	SPURS	SPUR
SQUARE	SQ	SQ
	SQR	
	SQRE	
	SQU	
	SQUARE	
SQUARES	SQRS	SQS
	SQUARES	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
STATION	STA	STA
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	STRA
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
STREAM	STREAM	STRM
	STREME	
	STRM	
STREET	STREET	ST
	STRT	
	ST	
	STR	
STREETS	STREETS	STS
SUMMIT	SMT	SMT
	SUMIT	
	SUMITT	
	SUMMIT	
TERRACE	TER	TER
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	TRWY
TRACE	TRACE	TRCE
	TRACES	
	TRCE	
TRACK	TRACK	TRAK
	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	TRFY
TRAIL	TRAIL	TRL
	TRAILS	
	TRL	
	TRLS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
TRAILER	TRAILER	TRLR
	TRLR	
	TRLRS	
TUNNEL	TUNEL	TUNL
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	
TURNPIKE	TRNPK	TPKE
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	UPAS
UNION	UN	UN
	UNION	
UNIONS	UNIONS	UNS
VALLEY	VALLEY	VLY
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	VLYS
	VLYS	
VIADUCT	VDCT	VIA
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	VW
	VW	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
VIEWS	VEWS	VWS
	VWS	
VILLAGE	VILL	VLG
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
VILLAGES	VILLAGES	VLGS
	VLGS	
VILLE	VILLE	VL
	VL	
VISTA	VIS	VIS
	VIST	
	VISTA	
	VST	
	VSTA	
WALK	WALK	WALK
WALKS	WALKS	WALK
WALL	WALL	WALL
WAY	WY	WAY
	WAY	
WAYS	WAYS	WAYS
WELL	WELL	WL
WELLS	WELLS	WLS
	WLS	

C2 Secondary Unit Designators

Description	Approved Abbreviation
Apartment	APT
Basement	BSMT**
Blank, unable to determine*	
Building	BLDG
Department	DEPT
Floor	FL
Front	FRNT**
Hanger	HNGR
Key	KEY
Lobby	LBBY**
Lot	LOT
Lower	LOWR**
Office	OFC**
Penthouse	PH**
Pier	PIER
Rear	REAR**
Room	RM
Side	SIDE**
Slip	SLIP
Space	SPC
Stop	STOP
Suite	STE
Trailer	TRLR
Unit	UNIT
Upper	UPPR**

* Requires the pound sign (#) to be used on the mailpiece.

** Does not require a Secondary RANGE to follow.

Unusual Addressing Situations

There are a number of addressing situations that can create matching and standardization difficulties. The standards contained in this document do not account for every type of addressing situation that may occur; however, these standards are comprehensive and reflect a majority of address styles.

There are some addressing situations of which a mailer should be aware. These include:

D1 Hyphenated Address Ranges

These are prevalent in New York City (for example, *112-10 BRONX RD*), Hawaii, and areas in southern California. The hyphen in the primary range should not be removed if matched to the ZIP+4 File.

D2 Grid Style Addresses

These contain significant punctuation, such as periods (for example, *39.2 RD*, *39.4 RD*). There are also grid style addresses in Salt Lake City that include double directionals (for example, in *842 E 1700 S*: E is a predirectional, S is a postdirectional, and 1700 is located in the primary name field).

D3 Alphanumeric Combinations of Address Ranges

For example, *N6W23001 BLUEMOUND RD*, as found in Wisconsin and Northern Illinois.

D4 Fractional Addresses

These are represented as three or four character positions (for example, *123 1/2 MAIN ST*). *123 1/2* takes seven character positions in the range field.

D5 Spanish and Other Foreign Words

These are found in Puerto Rico, for example, and are difficult to match. For the purpose of providing as much assistance as possible to standardize Puerto Rico addresses, a complete description of the file format for matching these addresses begins in section 293. Additional information on Spanish words used in primary street names may be found in Appendix H.

For the other address styles mentioned, mailers should be aware that the ZIP+4 File contains these addressing conventions. In most cases, however, unnecessary punctuation and special characters have been removed and are not recommended on a mailpiece.

Alphanumeric address ranges create a challenge for accurate matching. Appendix E provides guidelines for locating and matching alphanumeric ranges (both primary and secondary).

Address Standardization — Alphanumeric/Fractional Coding

E1 Format

E11 Determining Address Ranges

Alphanumeric ranges present a challenge to the address matching process, whether it is being done on the MLOCR, by a vendor's software, or manually. The difficulty in alphanumeric matching is in trying to determine what addresses fall in the range. The following coding rules are being provided to eliminate the inconsistency in the way some of our alphanumeric ranges are coded. The rules that follow apply to both the primary and secondary ranges in street records, rural route box numbers, and highway contract box numbers.

These rules have been developed through meetings, both internal and with some of the major address matching software vendors. We can more accurately match alphanumerics against the ZIP+4 File if they are coded consistently with these rules.

E12 Alphanumeric Ranges

E12.1 Format

In whole numeric ranges all single alphanumeric combinations make a match as long as the input record is higher than the numeric low and lower than the numeric high and the ZIP+4 add-on code is the same.

Example:

100–198(e) MAIN ST	12345-1234
98A	invalid (outside of range)
198A	invalid (outside of range)
102B	valid
158A	valid
158AA	invalid (multiple alphas must be coded)

If *104A MAIN ST* has a separate add-on code, it must be coded and the range 100–198 must be broken (as 100–104 and 106–198).

The low range and the high range must contain the same format of the alphanumeric combination. Numeric numbers do not make a match to alphanumeric ranges.

10A–20A	valid
115C–115F	valid
AB90–AB120	valid
15AB–15AC	valid
12–12	invalid (numerics are not included in alphanumeric ranges)
10–20A	invalid (numeric to alphanumeric)
10A–20	invalid (alphanumeric to numeric)
A–AB	invalid (single to double alpha)

It is acceptable to go from a one-digit numeric to a two-digit numeric (or two-digit numeric to a three-digit numeric, etc.) in a single alphanumeric range record, but it is invalid to go from a single alpha to a double alpha (or double alpha to a triple alpha, etc.).

90A	101A	valid
AB1	AB10	valid
A101	AB101	invalid (single to double alpha)

E12.2 Middle Range

The middle of a range contains all of the logical alphanumeric combinations as determined by the value of the low and high ranges and the odd/even indicator.

2A–10A cannot contain 1A, 4B, or 10B, but does contain 3A, 6A, and 7A. BC15–BF15 cannot contain BA15, BM15, or BC16, but does contain BD15.

Note: A pure numeric range (1–99) contains all possible combinations with a single trailing alpha (e.g., 1A, 3X, 25Z, 43A).

E12.3 Alpha and Numeric Range Format

When rule one is followed, either the numeric value can be ranged or the alpha value can be ranged but not both; **numerics are not included in alphanumeric ranges.**

1A–4A	valid (contains 2A, 3A, but not 2B, 1, 2, 3, or 4)
1A–1F	valid (contains 1B, 1E, but not 1G)
B3–N3	valid (contains D3, L3, but not A3)

C4–C16	valid (contains C5, C10, but not D5, 10, or C17)
1A–4F	invalid (contains both values ranged)

E12.4 Multiple Alphas in a Single Field

In a range with multiple alphas in a single field, only the last position of the alpha is ranged.

10AB–10AD	valid
101AAA–101AAE	valid
BC100–BF100	valid
101AAA–101ABA	invalid (middle alpha changed)
AB100–AD199	invalid (complex alpha and numeric ranged)

If a range consists of multiple alphas (with or without numerics), and a position other than the last alpha seems to change (as in the invalid example above), multiple records are coded for that range, as in the following:

A centralized delivery receptacle containing these alphas:

:	AAA	:	ABA	:	ACA	:	ADA	:
:	AAB	:	ABB	:	ACB	:	ADB	:
:	AAC	:	ABC	:	ACC	:	ADC	:
:	AAD	:	ABD	:	ACD	:	ADD	:

The ZIP+4 File will be reflected as shown below for a single ZIP+4 add-on code:

AAA	AAD	valid (first record)
ABA	ABD	valid (second record)
ACA	ACD	valid (third record)
ADA	ADD	valid (fourth record)
AAA	ADD	invalid (middle alpha cannot change)

The following example describes a condition that you may encounter. In this apartment complex there are three arrow locks, one for building A, one for building B, and one for building C.

A1A	A2A	A3A	A1B	A2B	A3B	1st arrow lock
B1A	B2A	B3A	B1B	B2B	B3B	2nd arrow lock
C1A	C2A	C3A	C1B	C2B	C3B	3rd arrow lock

Because the last two characters change in each address, apply the preceding rules to range only the last alpha position as shown below. The ZIP+4 File shows multiple records for each building. Each arrow lock has its own ZIP+4 add-on code.

A1A	A1B	add-on for 1st arrow lock
A2A	A2B	add-on for 1st arrow lock
A3A	A3B	add-on for 1st arrow lock
B1A	B1B	add-on for 2nd arrow lock
B2A	B2B	add-on for 2nd arrow lock
B3A	B3B	add-on for 2nd arrow lock
C1A	C1B	add-on for 3rd arrow lock
C2A	C2B	add-on for 3rd arrow lock
C3A	C3B	add-on for 3rd arrow lock

E12.5 Grid Addresses

The following describes how to code two styles of grid addresses:

N18W22604 or 6W220

In both of these examples, only the right-most numeric portion should be ranged.

N18W22604	N18W22698	valid
6W220	6W298	valid
N23W2400	N26W2598	invalid (ranging both numerics)
4N3000	7N3098	invalid (ranging both numerics)

E12.6 Odd/Even/Both Indicator

The following describes the way to set the odd/even/both (O/E/B) indicator in alphanumeric ranges. After following the preceding rules, the proper setting of the O/E/B indicator is important. The O/E/B indicator must be set as *BOTH* in every instance where the alpha is the ranged element. Even and odd indicators may be set only if the numeric portion of the alphanumeric range is the single element ranged. Obviously, any range containing both even and odd numeric elements must be coded as *BOTH*.

10A–20A	acceptable (numeric range, BOTH or EVEN)
115C–115F	(alpha range, must be BOTH)
AB1–AB10	(numeric range, 1–10, must be BOTH)
AB2–AB10	acceptable (numeric range, BOTH or EVEN)
A1A–A1B	(alpha range, must be BOTH)
6W220–6W298	acceptable (numeric range, BOTH or EVEN)

E13 Fractional Addresses

All possible fractions are contained within the limits of numeric ranges. Individual fractional addresses should not be coded unless they fall outside of the numeric range or have a different ZIP+4 code. If the range is 1–99(O), 13 1/2, 49 1/3, 57 3/4, and 75 1/16 fall within the limits of the range. 99 1/2 does not, nor does 1/2 or any other purely fractional address.

If a fractional address is the beginning or ending number on the blockface, the ZIP+4 File will show a numeric range record and one or more fractional address records that share the same ZIP+4 code. The address should be ranged to itself (99 1/2–99 1/2 B). If your fractional address needs to carry a different ZIP+4 code, it must be pulled out of the numeric range as a separate record.

Example:

101–199(O) MAIN ST 1245-1235

101 1/2	valid
199 1/2	invalid (outside of range)
1/2	Invalid (outside of range)

Appendix F

Address Standardization — County, State, Local Highways

The following are examples of county, state, and local highway primary names and the recommended standardized format. These are not the only possible examples.

Examples in Use	Standard
COUNTY HIGHWAY 140	COUNTY HIGHWAY 140
COUNTY HWY 60E	COUNTY HIGHWAY 60E
CNTY HWY 20	COUNTY HIGHWAY 20
COUNTY RD 441	COUNTY ROAD 441
COUNTY ROAD 110	COUNTY ROAD 110
CR 1185	COUNTY ROAD 1185
CNTY RD 33	COUNTY ROAD 33
CA COUNTY RD 150	CA COUNTY ROAD 150
CALIFORNIA COUNTY ROAD 555 (excessive characters)	CA COUNTY ROAD 555
EXPRESSWAY 55	EXPRESSWAY 55
FARM to MARKET 1200	FM 1200
FM 187	FM 187
HWY FM 1320	FM 1320
HIGHWAY 101	HIGHWAY 101
HIWAY 1080A	HIGHWAY 1080A
HWY 64	HIGHWAY 64
HWY 11 BYPASS	HIGHWAY 11 BYP
HWY 66 FRONTAGE ROAD	HIGHWAY 66 FRONTAGE RD
HIGHWAY 3 BYP ROAD	HIGHWAY 3 BYPASS RD

Examples in Use	Standard
I10	INTERSTATE 10
INTERSTATE 40	INTERSTATE 40
IH280	INTERSTATE 280
INTERSTATE HWY 680	INTERSTATE 680
I 55 BYPASS	INTERSTATE 55 BYP
I 26 BYP ROAD	INTERSTATE 26 BYPASS RD
I 44 FRONTAGE ROAD	INTERSTATE 44 FRONTAGE RD
LOOP 410	LOOP 410
RD 5A	ROAD 5A
ROAD 22	ROAD 22
RT 88	ROUTE 88
RTE 95	ROUTE 95
ROUTE 1150EE	ROUTE 1150EE
RANCH RD 620	RANCH ROAD 620
ST HIGHWAY 303	STATE HIGHWAY 303
STATE HWY 60	STATE HIGHWAY 60
SR 220	STATE ROAD 220
ST RD 86	STATE ROAD 86
STATE ROAD 55	STATE ROAD 55
SR MM	STATE ROUTE MM
ST RT 175	STATE ROUTE 175
STATE RTE 260	STATE ROUTE 260

Examples in Use	Standard
TOWNSHIP RD 20	TOWNSHIP ROAD 20
TSR 45	TOWNSHIP ROAD 45
US 41 SW	US HIGHWAY 41 SW
US HWY 44	US HIGHWAY 44
US HIGHWAY 70	US HIGHWAY 70
KENTUCKY 440	KY HIGHWAY 440
KENTUCKY HIGHWAY 189	KY HIGHWAY 189
KY 1207	KY HIGHWAY 1207
KY HWY 75	KY HIGHWAY 75

Examples in Use	Standard
KY ST HWY 1	KY STATE HIGHWAY 1
KY STATE HIGHWAY 24	KY STATE HIGHWAY 24
KENTUCKY STATE HIGHWAY 625 (excessive characters)	KY STATE HIGHWAY 625

Note: When the name of a state is used as a portion of the Primary Street Name, the standard two-letter abbreviation is recommended as depicted in the previous examples. However, when the state name is the complete Primary Street Name, such as OKLAHOMA AVE, then the state name should be spelled out completely.

Appendix G

Business Word Abbreviations

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard		
ABACUS	ABCS	ACCOUNTANCY	ACCTNCY	ACTION	ACTN		
ABCS		ACC		ACTN			
ABOVE	ABV	ACCOUNTANC		ACTIVITY	ACTVTY		
ABV		ACCOUNTY		ACTVT			
ABRASIVE	ABR	ACCTNCY		ACTVTY			
ABR		ACCOUNTANT		ACCNT		ACTOR	ACTR
ABRSV		AC				ACTR	
ABROAD	ABRD	ACC		ACTUARY	ACTRY		
ABRD		ACCNT		ACTRY			
ABSOLUTE	ABSLT	ACCT		ACTUARIAL	ACTRL		
ABSLT		ACCTANT		ACTRL			
ABSTRACT	ABSTRCT	ACCTNT		ACTURIAL			
ABSTRCT		ACT		ACUPUNCTURE		ACPNCTR	
ACADEMIC	ACDMC	ACCOUNTING	ACCTG	ACPNCTR			
ACDMC		ACCTG		ADDITION		ADDTN	
ACADEMY	ACDMY	ACCTNG		ADDTN			
ACAD		ACTG		ADDRESS		ADDR	
ACADEM		ACCREDITED		ACCRDTD			ADDR
ACDMY		ACCRDTD				ACCREDITATION	ACCRDTN
ACCESS	ACCSS	ACCRDTN	ACCURACY	ACCRCY	ADHSV		
ACCSS		ACCURATE	ACCRT		ADJUSTER	ADJTER	
ACCESSORY	ACC	ACCRT		ADJ			ADJ
ACC		ACDNT	ACHVMNT	ADJTER		ADJUSTMENT	ADJMT
ACCIDENT	ACCNT	ACHVMNT		ADJMT	ADJUSTOR	ADJTOR	
ACC	ACCMPLSMNT	ACOUSTIC	ACSTC	ADJ			
ACDNT		ACMPLSSMNT		ACSTC		ADJTER	
ACCOMPLISHMENT	ACCT	ACQUISITION	ACQSTN	ADJTOR			
ACMPLSSMNT		ACQUIS		ADJUTANT		ADJT	
ACCOUNT		ACROSS	ACR	ADJ			
AC		ACR		ADJT			
ACC		ACTING	ACTNG	ADJT			
ACCNT		ACTNG					
ACCONT							
ACCT							
ACCUNT							
ACNT							

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ADMINISTRATION AD ADM ADMIN ADMINIST ADMINISTRATI ADMINISTRATN ADMN ADMSTRN	ADMN	ADVERTISING AD ADV ADVERT ADVERTISIN ADVERTISNG ADVG ADVR ADVTG ADVTNG ADVTSNG	ADVTSNG	AGING AGNG	AGNG
ADMINISTRATIVE AD ADMIN ADMINI ADMINISTRATV ADMSTR	ADMNSTRV	ADVISER ADV ADVSER ADVSR ADVVISOR ADVVISOR	ADVSR	AGRICULTURAL AG AGRCLTRL AGRICULTURE AG AGRCLT AIDED AID	AGRCLTL AGRCLT AID
ADMINISTRATOR ADMIN ADMINISTR ADMINISTRA ADMINISTER ADMINSTR ADMR ADMSTR	ADMNSTR	ADVISORY ADV AERIAL ARL AERONAUTICAL ARNTCL	ADVRY ARL ARNTCL	AIRCRAFT AIRCRAFT AIRCRAFT	ARCRAFT
ADMIRAL ADM	ADM	ADVISORY ADV AERIAL ARL AERONAUTICAL ARNTCL	ADVRY ARL ARNTCL	AIRLINE ARLN AIRMAN AMN ARMN	ARLN ARMN
ADOPTION ADPTN	ADPTN	AEROSPACE ARSPC AS	ARSPC	AIRPORT AIRP AIRPT ARPRT ARPT	ARPRT
ADROIT ADRT	ADRT	AEROSTAT ARSTT	ARSTT	AIRWAY ARWY	ARWY
ADULT ADLT	ADLT	AESTHETIC ASTHTC	ASTHTC	ALARM ALRM	ALRM
ADVANCE ADVNC	ADVNC	AFFAIR AFFR	AFFR	ALCOHOLIC ALCHLC	ALCHLC
ADVANCED ADV ADVNC	ADVNC	AFFILIATE AFFLT	AFFLT	ALCOHOLISM ALCHLSM	ALCHLSM
ADVANCEMENT ADVMNT	ADVMNT	AFFILIATED AFFLTD	AFFLTD	ALDERMAN ALDM	ALDM
ADVENTURE ADVNTN	ADVNTN	AFRICAN AFRCN	AFRCN	ALIGNER ALGNT	ALGNT
ADVERTISE ADVT	ADVT	AGENCY AGCY	AGCY	ALIGNING ALGNG	ALGNG
ADVERTISEMENT AD ADV	AD	AGE AGENC AGNCY		ALIGNMENT ALGNMNT ALGNMT ALIG ALIGN ALIGNMNT ALIGNMT ALIMENT	ALIGN
		AGENT AGEN AGNT AGT	AGNT		
		AGGREGATE AGGRGT	AGGRGT		

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ALLERGIST ALLRGST	ALLRGST	AMMUNITION AMMUN	AMMUN	ANONYMOUS ANNYMS	ANON
ALLERGY ALLRGY	ALLRGY	AMOUNT AMNT	AMNT	ANNUAL ANNL	ANNL
ALLIANCE ALLIE ALLNCE	ALLNCE	AMPHIBIOUS AMPHBS	AMPHBS	ANODIZING ANDZNG	ANDZNG
ALLIED ALLD ALLIE	ALLD	AMUSEMENT AMUS AMUSE	AMUSE	ANSWERING ANS ANSWRNG	ANSWRNG
ALLOCATE ALLCT	ALLCT	ANALOG ANLG	ANLG	ANTIQUE ANTQ	ANTQ
ALLOCATION ALLCTN	ALLCTN	ANALYSIS ANLYS	ANLYS	APARTMENT APART APT	APT
ALLOY ALLY	ALLY	ANALYST ANAL ANALYS ANALY	ANLYST	APOSTOLATE APSTLT	APSTLT
ALPHA ALPH	ALPH	ANALY ANALYS		APOSTOLIC APSTLC	APSTLC
ALTER ALTR	ALTR	ANL ANLST		APPARATUS APPRTS	APPRTS
ALTERATION ALTER	ALTRN	ANLYS ANLYST		APPAREL AP APPRL	APPRL
ALTERNATIVE ALTRNTV	ALTRNTV	ANALYTIC ANLYTC	ANLYTC	APPLE APPLE	APPLE
ALTERNATOR ALTRNTR	ALTRNTR	ANALYTICAL ANLYTCL	ANLYTCL	APPLIANCE APPL APPLIANC APPLNC	APPLNC
ALTITUDE ALTTD	ALTTD	ANCHOR ANCHR	ANCHR	APPLICATION APPLCTN	APPLCTN
ALUMINUM AL ALUM	ALUMN	ANCIENT ANCNT	ANCNT	APPLICATOR APPLCTR	APPLCTR
AMATEUR AMTR	AMTR	AND & &&	&	APPLIED APPLD	APPLD
AMBASSADOR AMB	AMB	ANESTHESIA ANSTHS	ANSTHS	APPLIQUE APPLQ	APPLQ
AMBIANCE AMBNC	AMBNC	ANESTHESIOLOGY ANSTHSLGY	ANSTHSLGY	APPOINTED APPNTD	APPNTD
AMBULANCE AMB AMBL	AMBL	ANGLE ANGL	ANGL	APPRAISAL APPRSL	APPRSL
AMELIORATION AMLRTN	AMLRTN	ANGLER ANGLR	ANGLR	APPRAISER APPRSER	APPRSER
AMERICA AMER	AMER	ANGELICAN ANGLCN	ANGLCN	APPRSR APPRSR	
AMERICAN AMER AMERCN	AMERCN	ANIMAL ANML	ANML	APPRAISOR APPRSOR	APPRSOR
AMMONIA AMMN	AMMN	ANIMATED ANMTD	ANMTD	APPRENTICE APPRNTC	APPRNTC
		ANNEX ANNX	ANX		

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
APPROACHER APPRCHR	APPRCHR	ARTIST ART	ART	ASSOCIATION ASSCO ASSN ASSOC	ASSN
ARABIAN ARBN	ARBN	ARTISTIC ARTSTC	ARTSTC	ASSUMPTION ASSMPTN	ASSMPTN
ARCADE ARC ARCD	ARC	ARTISTRY ARTSTRY	ARTSTRY	ASSURANCE ASRN ASSRNC ASSUR ASSURNC	ASSURNC
ARCHBISHOP AB ABP ARCHS	ABP	ASBESTOS ASB	ASB	ASSURE ASSR ASSUR	ASSUR
ARCHERY ARCHRY	ARCHRY	ASPHALT ASP ASPHLT	ASPHLT	ASTRONAUTIC ASTRNTC	ASTRNTC
ARCHITECT ARCHT ARCHTCT	ARCHT	ASSEMBLE ASSEMBLER ASSMBLR	ASSMBL ASSMBLR	ATHLETIC ATHC ATHL	ATHL
ARCHITECTURAL ARCH ARCHL	ARCHL	ASSEMBLY ASMBLY ASSEM	ASMBLY	ATLANTIC ATL ATLNTC	ATL
ARCHITECTURE ARCH	ARCH	ASSET ASST	ASST	ATLAS ATLS	ATLS
ARCHIVE ARCHV	ARCHV	ASSIGNEE ASSGN	ASSGN	ATOMIC ATMC	ATMC
ARENA ARN	ARN	ASSISTANCE ASSTNCE	ASSTNCE	ATTACHE ATT	ATT
ARISTOCRAT ARISTOCAT ARSTCRT	ARSTCRT	ASSISTANT ASSIST ASST AST	ASSIST	ATTENDANT ATTNDNT	ATTNDNT
ARMADILLO ARMDLL	ARMDLL	ASSOCIATE ASO ASOC	ASSOC	ATTENTION ATN ATT ATTN ATTNTN	ATTN
ARMATURE ARMTR	ARMTR	ASSOCI ASSOCIA ASSOCIAT		ATTIC ATTC	ATTC
ARMED ARMD	ARMD	ASSOC ASSOCATE		ATTITUDE ATTTD	ATTTD
ARMORED ARMRD	ARMRD	ASSOCIATED ASOCD ASSOC ASSOCATED ASSOCD ASSOD	ASSOCD	ATTORNEY AT ATRNY ATT ATTNY ATTY ATY	ATTY
ARMORY ARMRY	ARMRY			AUCTION AUCT AUCTN	AUCT
ARROW ARW	ARW				
ARSENAL ARSNL	ARSNL				
ARTERY ARTRY	ARTRY				
ARTIFICIAL ARTFL ARTIFCAL	ARTFL				
ARTISAN ARTSN	ARTSN				

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
AUCTIONEER AUCTNR	AUCTNR	AUTOMOTIVE AUT	AUTOMTV	BALLROOM BLLRM	BLLRM
AUCTIONEERING ACTNRG	ACTNRG	AUTO AUTOMTV		BANK BK	BK
AUDIO AUD	AUD	AUXILIARY AUX	AUX	BANKER BKR	BNKR
AUDIOLOGIST AUD AUDLGST	AUDLGST	AUXIL AUXILARY AUXILRY		BNKR	
AUDIOLOGY AUD AUDLGY	AUDLGY	AVAILABILITY AVLBLTY	AVLBLTY	BANKING BNKG BNKNG	BNKNG
AUDIOPROTHEISISTE AUD AUDIOPR AUDIOPROTH AUDPROT	AUDIOPR	AVENUE AV AVE	AVE	BAPTIST BAPT BPTST	BAPT
AUDIT AUD AUDT	AUDT	AVIATION AVI AVN	AVN	BARBEQUE BAR B Q BAR BQ BARBQUE BBQ	BBQ
AUDITING ADTNG	ADTNG	AVIONIC AVNC	AVNC	BARBER BARB BARBR	BARB
AUDITOR ADTR AUD AUDTR	AUDTR	AWARD AWRD	AWRD	BARGAIN BRGN	BRGN
AUDITORIUM ADTRM	ADTRM	AWNING AWN AWNG	AWN	BARREL BRL	BRL
AUTHORITY ATHRTY AUT AUTH AUTHORI AUTHY	ATHRTY	BACHELOR BCHLR	BCHLR	BARRISTER BRRSTR	BRRSTR
AUTOMATED AUTOM	AUTOM	BACKHOE BCKHOE	BCKHOE	BASEBALL BSBLL	BSBLL
AUTOMATIC AUTMTC AUTO AUTOMTC	AUTOMTC	BAGATELLE BGTTL	BGTTL	BASEMENT BSMNT	BSMNT
AUTOMATION ATMTN AUTO AUTOMTN	AUTOMTN	BAILING BLG	BLG	BASIC BSC	BSC
AUTOMOBILE AUTO	AUTO	BAKED BKD	BKD	BASKET BSK	BSK
		BAKER BKR	BKR	BASKETBALL BSKTBLL	BSKTBLL
		BAKERY BKRY BKY	BKRY	BATTERY BATT BTRY	BATT
		BAKING BKG	BKG	BAZAAR BZR	BZR
		BALANCE BAL	BAL	BEACH BCH	BCH
		BALANCING BALNCNG	BALNCNG	BEARING BRNG	BRNG
		BALLER BLLR	BLLR	BEAUTICIAN BTCN	BTCN
		BALLOON BLN	BLN		

Common Presentation	Postal Service Standard
BEAUTY BTY BUTY	BTY
BEAVER BVR	BVR
BEDDING BEDG	BEDG
BEGINNING BGNG	BGNG
BEHAVIORAL BHVRL	BHVRL
BENEFICE BNFC	BNFC
BENEFICIAL BNFCL	BNFCL
BENEFIT BNFT	BNFT
BENEVOLENT BNVLNT	BNVLNT
BERRY BRY	BRY
BETTER BETR BTR	BETR
BEVERAGE BEV	BEV
BIBLE BB	BB
BICYCLE BIKE	BIKE
BIJOU BIJ	BIJ
BIJOUTERIE BIJTR	BIJTR
BILLETING BLLTNG	BLLTNG
BILLIARD BILLD	BILLD
BILLING BLLNG	BLLNG
BINDER BDR	BDR
BINDERY BDRY	BDRY
BINDING BDNG	BDNG
BINGO BNG	BNG

Common Presentation	Postal Service Standard
BIOCHEMISTRY BIOCHEM	BIOCHEM
BIOLOGICAL BIO BIOL BIOLGCL	BIOL
BIOLOGIST BIO BIOGST	BIOGST
BIOL BIOLOGY BIO	BIO
BIOMEDICAL BIOMDCL	BIOMDCL
BIONOMIC BIONMC	BIONMC
BIOTECHNOLOGY BIOTECH	BIOTECH
BISCUIT BSCT	BSCT
BISHOP BP	BP
BISTRO BSTR	BSTR
BLACK BLCK BLK	BLCK
BLACKSMITH BSMITH	BSMITH
BLAZON BLZN	BLZN
BLEND BLEN	BLEN
BLESSED BLSSD	BLSSD
BLIND BLND	BLND
BLOCK BLK	BLK
BLUEPRINT BLPRNT	BLPRNT
BOARD BD BRD	BD
BOARDING BRDNG	BRDNG
BOMBER BMBR	BMBR

Common Presentation	Postal Service Standard
BOOKBINDER BKBNDR	BKBNDR
BOOKBINDING BKBNDRNG	BKBNDRNG
BOOKKEEPER BKKP BKKPR BKPR	BKPR
BOOKKEEPING BKKP BKKPG BKKPNG BKPG	BKPG
BOOKKPING	
BOOKSELLER BKSLLR	BKSLLR
BOOKSHELF BKSHLF	BKSHLF
BOOKSTORE BKSTR BOOKSTOR	BKSTR
BOROUGH BORO	BORO
BOTTLED BOTLD	BOTLD
BOTTLER BTLR BTTLR	BTTLR
BOTTLING BOTLNG BTG BTLG BTLNG	BTLG
BOTTOM BOT BTM	BTM
BOULEVARD BLVD	BLVD
BOUTIQUE BTQ BTQUE	BTQ
BOWLING BOWL	BOWL
BRAIN BRN	BRN
BRAKE BRK	BRK

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
BRANCH BR BRCH BRNCH	BR	BROWN BRN BRWN	BRWN	BUTTER BTR BUTR	BUTR
BRASSERIE BRSSR	BRSSR	BUCCANEER BCCNR	BCCNR	BUTTON BUTN	BUTN
BREEDER BRDR	BRDR	BUCKET BCKT	BCKT	BUYER BYR	BUYR
BREWERY BRWRY	BRWRY	BUCKEYE BCKEYE	BCKEYE	BYPASS BYP	BYP
BREWING BRWNG	BRWNG	BUDDY BDDY	BDDY	CABARET CBRT	CBRT
BRICK BRCK BRK	BRCK	BUDGET BDGT BGT BUDG BUG BUGT	BGT	CABIN CBN	CBN
BRIDAL BRDL	BRDL	BUFFALO BLDR	BLDR	CABINET CAB CBNT	CBNT
BRIDGE BDG BR BRDGE	BRG	BUILDING BLD BLDG	BLDG	CABINETMAKER CABMKR	CABMKR
BRIEF BRF	BRF	BUILT BLT	BLT	CABLE CABL CBL	CABL
BRIGADIER BRIG	BRIG	BULLDOZING BLLDZG	BLLDZG	CADET CDT	CDT
BRIQUETTE BRQTT	BRQTT	BULLET BLLT	BLLT	CADRE CDR	CDR
BRITISH BRTSH	BRTSH	BULLETIN BLLTN	BLLTN	CAFETERIA CFTR CAFTRA	CAFTRA
BROADCAST BRDCST	BRDCST	BUREAU BUR	BUR	CALIPER CLPR	CLPR
BROADCASTER BRDCST BRDCSTR	BRDCSTR	BURGER BGR	BGR	CALLIGRAPHER CLLGRPHR	CLLGRPHR
BROADCASTING BROCSTG	BRDCSTG	BURNING BRNNG	BRNNG	CALVARY CALV CLVRY	CLVRY
BROADWAY BRDWY	BRDWY	BURSAR BRSR	BRSR	CAMERA CAM	CAM
BROKER BRK BRKR	BRKR	BUSINESS BSNS BUS BUSINES BUSN	BUS	CAMPAIGN CMPGN	CMPGN
BROKERAGE BRKG BRKRGE	BRKRGE	BUTCHER BTCHR	BTCHR	CAMPER CMPR	CMPR
BROTHER BRO	BRO	BUTLER BTLR	BTLR	CAMPGROUND CMPGRND	CMPGRND
BROTHERHOOD BRTHD	BRTHD			CAMPING CMPNG	CMPNG
				CAMPSITE CMPST	CMPST

Common Presentation	Postal Service Standard
CAMPUS CMPS CMPUS	CMPS
CANADIAN CNDN	CNDN
CANAL CNL	CNL
CANDLELIGHT CNDLLGHT	CNDLLGHT
CANDY CNDY	CNDY
CANNERY CAN	CAN
CANNING CNNNG	CNNNG
CANTONMENT CNTNMNT	CNTNMNT
CANTOR CANTR CNTR	CANTR
CANVAS CANV	CANV
CANYON CYN	CYN
CAPITAL CPTAL CPTL	CPTAL
CAPITOL CPTL CPTOL	CPTOL
CAPTAIN CAPT CPT	CAPT
CARBONATED CARB	CARB
CARBURETOR CARBTR	CARBTR
CARDIAC CRDC	CRDC
CARDINAL CARD	CARD
CARDIOGRAPHIC CRDGRPHC	CRDGRPHC
CARDIOLOGY CRDLGY	CRDLGY
CARDIOVASCULAR CRDVSLR	CRDVSLR
CAREER CAR	CAR

Common Presentation	Postal Service Standard
CARGO CRG	CRG
CARIBBEAN CRBBN	CRBBN
CARLOADING CRLDNG	CRLDNG
CARPENTER CARPTR CPTR	CARPTR
CARPENTRY CRPNTRY	CRPNTRY
CARPET CPT CRPT	CPT
CARRIAGE CARR CGE	CARR
CASCADE CASC	CASC
CASHIER CAS CASH	CAS
CASKET CSKT	CSKT
CASSETTE CASST	CASST
CASTING CAST	CAST
CASTLE CASTL	CASTL
CASUAL CSL	CSL
CASUALTY CAS CSLTY	CSLTY
CATALOG CATLG CTLG	CATLG
CATALOGUE CTLG	CTLG
CATERER CATR	CATR
CATERING CATRG CTRG	CTRG
CATFISH CTFSH	CTFSH

Common Presentation	Postal Service Standard
CATHEDRAL CATH CATHDRL	CATHDRL
CATHOLIC CATH CTHLC	CATH
CATTLE CTTL	CTTL
CAUSEWAY CSWY	CSWY
CEDAR CDR CEDR	CEDR
CELEBRITY CLBRTY	CLBRTY
CELLULAR CELL	CELL
CEMENT CEM	CEM
CEMETERY CENTENNIAL CENT CENTENNAL CNTNNL	CMTRY CENT
CENTER CEN CENT CENTR CNTR CTR	CTR
CENTRAL CENTL CENTR CNTL CNTRL CTRL	CTRL
CENTRE CTR	CTR
CENTURY CEN	CEN
CERAMIC CRMC CRMIC	CRMC
CEREMONY CRMNY	CRMNY
CERTIFICATION CTRFACTN	CTRFACTN

Common Presentation	Postal Service Standard
CERTIFIED CERTD CERTIF CERTIFIE	CERT
CHAIN CH CHN	CHN
CHAIR CHR	CHR
CHAired CHRD	CHRD
CHAIRMAN CH CHAIR CHARMN CHM CHMN CHRM CHRMN	CHRMN
CHAIRPERSON CHRPRSN	CHRPRSN
CHAIRWOMAN CHRWMN	CHRWMN
CHAMBER CHAMB CHMBR	CHMBR
CHAMPION CHAMP	CHAMP
CHANCELLOR CH CHAN CHANCLLR	CHANCLLR
CHANCELOR CH CHAN CHANCLR	CHANCLR
CHANDLER CHANL	CHANL
CHANGE CHNG	CHNG
CHANNEL CHNNL	CHNNL
CHAPEL CPL	CPL
CHAPLAIN CHAP	CHAP
CHAPTER CHPTR	CHPTR

Common Presentation	Postal Service Standard
CHARACTER CHAR	CHAR
CHARCOAL CHRCL	CHRCL
CHARGE CHARITABLE CHRTBL	CHRG CHRTBL
CHARTER CHAR CHRTR	CHRTR
CHARTERED CHRTRD	CHRTRD
CHAUFFEUR CHFFR	CHFFR
CHAUSSURE CHSSR	CHSSR
CHECK CHK	CHK
CHEESE CHES CHS	CHES
CHEMICAL CHEM CHEML	CHEML
CHEMIST CHEM CHMST	CHEM
CHERRY CHRY	CHRY
CHESS CHSS	CHSS
CHESTNUT CHSTNT	CHSTNT
CHEVROLET CHEVY	CHEVY
CHICKEN CHC CHCKN	CHICK
CHICK CHKN	
CHIEF CHF	CHF
CHILDREN CHLDRN CHLD	CHLD
CHILDRENS CHILD	CHLDS

Common Presentation	Postal Service Standard
CHIMNEY CHIM CHMNY	CHMNY
CHINESE CHIN	CHIN
CHIROPRACTIC CHIRO CHIROPAC CHIROPRACTC	CHIROPRACTC
CHIROPRACTOR CHIRO	CHIRO
CHOCOLATE CHOC	CHOC
CHOICE CHCE	CHCE
CHOSE CHS	CHS
CHRIST CHR CHRST	CHRST
CHRISTIAN CHR CHRIST CHRSTN	CHRSTN
CHRONICLE CHRNCL	CHRNCL
CHRYSLER CHRY CHRYSLR	CHRYSLR
CHURCH CHR CHUR CHURC	CHURCH
CIGAR CG	CG
CIGARETTE CIG	CIG
CINEMA CINE	CINE
CIRCLE CIR CRCL	CIR
CIRCUIT CRCT	CRCT
CIRCULAR CRCLR	CRCLR
CIRCUS CRCS	CRCS

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
CIRQUE CRQ	CRQ	CLINIC CL	CLNC	COLLABORATIVE CLLBRTV	CLLBRTV
CITIZEN CITZN CTZN	CITZN	CLIN CLINI CLNC		COLLATERAL CLLTRL	CLLTRL
CITRUS CTRS	CTRS	CLINICAL CLINIC CLINICA	CLINIC	COLLECTABLE CLLCTABL CLLCTBL	CLLCTABL
CIVIC CVC	CVC	CLIPPER CLPPR	CLPPR	COLLECTIBLE CLLCTBL CLLCTIBL	CLLCTIBL
CIVIL CVL	CVL	CLOCK CLCK CLK	CLCK	COLLECTION CLCTN	COLLECT
CLAIM CLM	CLM	CLOSET CLOS	CLOS	COLLECT COLLECTN	
CLASS CLAS	CLAS	CLOTHES CLOS CLTHS	CLTHS	COLLECTIVE CLLCTV	CLLCTV
CLASSIC CLSC	CLSC	CLOTHIER CLTHR	CLTHR	COLLECTOR COLL	COLL
CLASSIFICATION CLASS CLSFCTN	CLASS	CLOTHING CL CLTHNG	CLTHNG	COLLEGE CLG CLGE COLG COL COLL COLLEG	COLG
CLEAN CLN	CLN	CLUBHOUSE CLBHS	CLBHS	COLLEGIATE COLGT	COLGT
CLEANER CLNR CLR	CLNR	CLUTCH CLTCH	CLTCH	COLLISION CLLSN	CLLSN
CLEANING CLEANG CLG CLNG	CLNG	COACH CCH	CH	COLONEL COL	COL
CLEANSER CLNSR	CLNSR	COAST CST	CST	COLONIAL CLNL COL	CLNL
CLEARING CLRNG	CLRNG	COASTAL CSTL	CSTL	COLONY CLNY	CLNY
CLERGY CL CLER	CLER	COATED CTD	CTD	COLOR CLR	CLR
CLERK CK CL CLK CLRK	CLRK	COATING CTNG	CTNG	COLOSSAL CLSSL	CLSSL
CLIFF CLF	CLFS	COCKPIT CCKPT	CCKPT	COMBINED COM COMB	COMB
CLIMATE CLIMAT	CLIMAT	COCOA CCO	CCO	COMBUSTION CMBSTN COMBSTN	COMBSTN
		COFFEE COF	COF		
		COIFFEUR CFFR	CFFR		
		COIFFEUSE CFFS	CFFS		
		COIFFURE COIFF	COIFF		

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
COMFORT CMFRT CMFT	CMFRT	COMMONWEALTH CMNWLTH COMMONWLTH	CMNWLTH	COMPOSITE COMPST	COMPST
COMMAND CMND COM	CMND	COMMUNE COMMN	COMMN	COMPOSITION COMP	COMP
COMMANDANT COM COMDT COMMDT	COMDT	COMMUNICATE COMM CCOMMNCTE COMMUNICAT	COMMUN	COMPOUNDING COMPNDNG	COMPNDNG
COMMANDER CDR CMDR COM COMM COMMDR	CMDR	COMMUNICATION COMM COMMCTN COMMUN COMMUNICATI COMMUNICTN	COMMCTN	COMPREHENSIVE CMPRHNSV	CMPRHNSV
COMMANDING COMDG	COMDG	COMMUNIQUE COMMNQ	COMMNQ	COMPRESS COMPRSS	COMPRSS
COMMENCEMENT COMMNCMNT	COMMNCMNT	COMMUNITY CMMNTY CMNTY	CMNTY	COMPRESSOR CMPSR	CMPSR
COMMERCE CMMRC COMM COMMERC COMMRCE	COMMRCE	COMMUNIQUE COMMNQ	COMMNQ	COMPTABLE COMPTBLE	COMPTBLE
COMMERCIAL CMRCL COMRCL	COMRCL	COMMUNIQUE COMMNQ	COMMNQ	COMPTROLLER CMPTRLR	COMPTLR
COMMISSARY COMSY	COMSY	COMMUNIQUE COMMNQ	COMMNQ	COMP COMPT COMPTLR COMPTLR COMPTRLR COMPTROLL	
COMMISSION COMM COMMISSN	COMM	COMMUNIQUE COMMNQ	COMMNQ	COMPUTER CMP CMPTR	CMPTR
COMMISSIONER COMMR	COMMR	COMMUNIQUE COMMNQ	COMMNQ	COM COMP COMPTR COMPU	
COMMITTEE CMMTE COM COMITE COMM	CMMTE	COMPANY CO COMP COMPAN COMPNY	CO	COMPUTERIZED COMPTRZD	COMPTRZD
COMMODITY COM	COM	COMPARATIVE COMPRTV	COMPRTV	COMPUTING CMPTG	CMPTG
COMMODORE COMD COMO	COMD	COMPATIBLE COMPTBL	COMPTBL	CONCENTRATE CON	CONCNRTR
COMMON COMMN	COMMN	COMPENSATION CMPNSTN	CMPNSTN	CONCENTRT CONCEPT CNCPT	CNCPT
		COMPILER COMP COMPLR	COMPLR	CONCESSION CONCSSN	CONCSSN
		COMPLETE CMPLT COMPLET	CMPLT	CONCOURSE CONCRS	CONCRS
		COMPLEX COMPLX	COMPLX	CONCRETE CON	CONCRT
		COMPONENT COMPNNT	COMPNNT	CONCRET CONCRT	
		COMPOSE COMPS	COMPS	CONDITIONING CNDNTNG COND	COND

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
CONDOMINIUM CNDMNM CONDO	CONDO	CONSOLIDATOR CONSLDTR	CONSLDTR	CONTACT CONT	CONT
CONFECTIONERY CONF	CONF	CONSORTIUM CNSRTM	CNSRTM	CONTAIN CNTN	CNTN
CONFEDERATED CONFDRTD	CONFDRTD	CONSTRUCT CONSTRCT	CONSTRCT	CONTAINER CONTNR	CONTNR
CONFEDERATION CONFDRTN	CONFDRTN	CONSTRUCTING CNSTRCTNG	CNSTRCTNG	CONTEMPORARY CONTEMP CONTEMPO CONTEMPOR CONTEMPORAR	CONTEMP
CONFER CNFR	CNFR	CONSTRUCTION CNST CNSTR CNSTRCTN CONST	CONSTRCTN	CONTEST CNTST	CNTST
CONFERENCE CNFRNC CONFRENCE	CNFRNC	CONSTN CONSTR CONSTRCTN CONSTRN CONSTRTN CONSTRUCTN		CONTINENTAL CNTNTL CONT CONTINENT CONTNENTA CONTINENTL CONTNTL	CONTNTL
CONGREGATION CONGREG CONGRG	CONGREG	CONSTRUCTOR CNSTR CONSTR	CONSTR	CONTINUING CONTNG	CONTNG
CONGREGATIONAL CONGREGTNL	CONGREGTNL	CONSULT CON	CON	CONTINUOUS CONTNS	CONTNS
CONGRESS CNGRS	CNGRS	CONSULTANT CNSLT CNSLTNT	CONSLNT	CONTRACT CNTR CNTRCT CONTR CONTRAC	CNTRCT
CONGRESSIONAL CNGRSNL	CNGRSNL	CONS CONSL CONSLTNT CONSULT CONSULTA CONSULTAN CONSULTNT		CONTRACTING CNTRCTNG CONTG CONTR CONTRACTIN CONTRG	CNTRCTNG
CONGRESSMAN CONGRSMAN	CONGRSMAN	CONSULTATION CNSLTN	CNSLTN	CONTRACTOR CNTRCTR CONTR COR	CONTR
CONNECTION CONNECT	CONNECT	CONSULTING CNSLTNG CONSLNTNG CONSLTG CONSLTNG	CONSLTNG	CONTRIBUTION CONTRBTN	CONTRBTN
CONQUISTADOR CONQUISDR	CONQUISDR	CONSULTI CONSULTIN		CONTROL CNTRL CONTRL CTL CTRL	CNTRL
CONSERVATION CNSRVTN CNSVTN CONSER CONSERV CONSERVE	CONSERVE	CONSUMER CNSMR CONS CONSMR	CONSMR	CONTROLLED CONTRLLD	CONTRLLD
CONSERVATORY CONSRVTRY	CONSRVTRY				
CONSOLATION CONSLTN	CONSLTN				
CONSOLIDATED CNSLD CNSLDTD CONS	CONS				
CONSOLIDATION CONSLDTN	CONSLDTN				

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	
COURT	CT	CRESCENT	CRES	CUSTOM	CSTM	
CRT		CRES		CSTM		
CT		CREST	CREST	CUST		
COURTESY	CRTSY	CRST		CUSTOMER	CUST	
CRTSY		CRIMINAL	CRMNL	CUST		
COVENANT	CVNNT	CRMNL		CUTLERY	CUTLY	
CVNNT		CROCKERY	CKRY	CUTLY		
COVERING	COVER	CKRY		CUTTING	CUT	
COVER		CRK		CUT		
CVG		CROSS	CR	CUTING		
CVRNG		CR		CYBERNETIC		CYBRNTC
COWBOY		CROSSING	XING	CYBRNTC		
CWBY	CWBY	CRSSNG		CYCLE	CYCL	
CRAFT	CRFT	CROSSROAD	XROAD	CYCL		
CFT		CROSSRD		DAILY	DLY	
CRFT		XRD		DLY		
CRAFTER	CFTR	XROAD		DAIRY	DRY	
CFTR		CROWN	CRWN	DAR		
CRAFTSMAN	CFT	CRN		DRY		
CFT		CRWN		DAME	DM	
CRAFTSMEN	CFTMN	CRUISE	CRUS	DM		
CFTMN		CRS		DANCE	DNC	
CRANBERRY	CRNBRRY	CRUS		DNC		
CRNBRRY		CRUSADE	CRSD	DATABASE	DB	
CRANE	CRN	CRSD		DB		
CRN		CRUSADER	CRSDR	DATZUN	DTZN	
CRANKSHAFT	CRNKSHFT	CRSDR		DTZN		
CRNKSHFT		CRUST	CRUST	DAUGHTER	DGHTR	
CRAZY	CRZY	CRST		DGHTR		
CRZY		CRYOGENIC	CRYGNC	DEACON	DCN	
CREAM	CRM	CRYGNC		DCN		
CRM		CRYSTAL	CRYSTL	DEALER	DLR	
CREAMERY	CRMRY	CRYSTL		DLR		
CRMRY		CUISINE	CSN	DEALING	DLG	
CREATION	CREAT	CSN		DLG		
CREAT		CULTURAL	CLTRL	DECAL	DEC	
CREATIVE	CREATV	CLTRL		DEC		
CREAT		CUPBOARD	CPBRD	DECISION	DCSN	
CREATV		CPBRD		DCSN		
CRTVE		CURATOR	CUR	DECOR	DCR	
CREDIT	CRDT	CUR		DCR		
CRDT		CURRICULUM	CURR	DECORATING	DECOR	
CRED		CURR		DCRTNG		
CREEK	CRK	CURTAIN	CRTN	DCTG		
CRK		CUSTODIAN	CUSTDN	DECOR		
CREMATORY	CRMTRY	CUST		DECORATION	DCTN	
CRMTRY		CUSTDN		DCTN		
CREPE	CRP					
CRP						

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
DECORATOR DCRTR DCTR	DCRTR	DEPOT DEP DPT	DEP	DEVICE DVC	DVC
DEFENCE DEF DEFNC	DEFNC	DEPUTY DEP DEPT DPTY	DPTY	DIAGNOSTIC DGNSTC DIAG	DGNSTC
DEFENSE DEFNS	DEFNS	DERMATOLOGIST DERM DERMTLGST	DERMTLGST	DIAMOND DMND	DMND
DELICATESSEN DELI	DELI	DERMATOLOGY DERM	DERM	DIAPER DPR	DPR
DELIGHT DLGHT	DLGHT	DESERT DSRT	DSRT	DICTATOR DICT	DICT
DELINTING DLNTG	DLNTG	DESIGN DES DSGN	DSGN	DIELECTRIC DLCTRC	DLCTRC
DELIVERANCE DELIVRANCE DELVRNC	DELVRNC	DESIGNER DESGR DSGNR DSGR	DSGNR	DIESEL DSL	DSL
DELIVERY DEL DLVRY	DLVRY	DESIGNING DSGNG	DSGNG	DIETARY DIETRY DTRY	DTRY
DELTA DLT	DLT	DETAIL DTL	DTL	DIETETIC DIETC DIETEIC	DIETC
DEMOCRATIC DEM	DEM	DETECTIVE DET	DET	DIFFERENT DIFF	DIFF
DEMOLITION DEM DEMLTN	DEMLTN	DETENTION DETNTN	DETNTN	DIFFUSION DIFF DIFFSN	DIFFSN
DENTAL DNTL	DNTL	DEVELOPER DVLPR	DVLPR	DIGEST DGST	DGST
DENTIST DENT DDS	DDS	DEVELOPMENT DEV DEVEL DEVELOP DEVELOPM DEVELOPMEN DEVELOPMNT DEVELOPMT DEVELP DEVELPMT DEVLMNT DEVLPMT DEVMT DVLOPMT DVLPMNT DVLPMNT	DEV	DIGESTIVE DGSTV	DGSTV
DENTISTRY DNTSTRY	DNTSTRY	DEVELOPMENTAL DEVLPMNTL	DEVLPMNTL	DIGITAL DGTL	DGTL
DENTURE DENTR DNTR	DENTR			DILIGENCE DLGNC	DLGNC
DEPARTMENT DEP DEPART DEPARTM DEPARTMNT DEPT DPT	DEPT			DIMENSION DIM	DIM
DEPENDABLE DPNDBL	DPNDBL			DIMENSIONAL DIML	DIML
DEPOSIT DPST	DPST			DINER DIN DNR	DNR
				DIOCESE DIO	DIO
				DIODE DIOD	DIOD
				DIRECT DIR	DIRECT
				DIRECTION DIRCTN	DIRCTN

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
DIRECTIONAL DIRCTNL	DIRCTNL	DISTRIBUTOR DISTR	DISTR	DOWNTOWN DWNTN	DWNTN
DIRECTOR DIR DIRCTR	DIR	DISTRIB DISTRIBTR DISTRIBUT		DRAFTING DRFTNG	DRFTNG
DIRECTORATE DIRCTRT	DIRCTRT	DSTBTR		DRAFTSMAN DFTSMAN	DFTSMAN
DIRECTORY	DIRCTRY	DISTRICT	DIST	DRAFTS	
DISABILITY DSBLTY	DSBLTY	DIST		DRAGON DRGN	DRGN
DISARMAMENT DSARMNT	DSARMNT	DST		DRAIN DRN	DRN
DISBURSEMENT DISBMT	DISBMT	DIVERSIFIED DVRSFD DVSFD	DVSFD	DRAINAGE DRNG	DRNG
DISCOUNT DISC	DISC	DIVIDE DIV	DV	DRAMA DRMA	DRMA
DISPATCH DISP DISPTCH	DISP	DIVING DVNG	DVNG	DRAPERY DRAP DRAPERIES	DRAP
DISPATCHER DISP DISPR	DISPR	DIVISION DIV DIVSN	DIV	DREAM DRM	DRM
DISPENSARY DSPN	DSPN	DIVISIONAL DIV DIVSNL DVSNL	DIVSNL	DRESS DRS	DRS
DISPLAY DISP DSPLY	DSPLY	DOCTOR	DR	DRILL DRLL	DRLL
DISPOSAL DSPSL	DSPSL	DO DR M D MD PH D		DRILLING DRILL DRLG	DRILL
DISTILLER DIST DISTLR	DISTLR	DOCTRINE DOCTRN	DOCTRN	DRIVING DRVG	DRG
DISTILLERY DIST DISTLLRY	DISTLLRY	DOCUMENTATION DCMNTN	DCMNTN	DRYWALL DRYWL	DRYWL
DISTINCTIVE DISTNCTV	DISTNCTV	DODGE DDG	DDG	DUCHESS DCHSS	DCHSS
DISTRIBUTING DISTR DISTRG DISTRIB DISTRIBUTIN	DISTRG	DOLLAR DLLR DLR	DLLR	DUPLICATING DUP DUPNG	DUPNG
DISTRIBUTION DIST DISTR DISTRIB DISTRIBUTIN DSTRBTN	DISTRB	DOMESTIC DOM	DOM	DUPLICATION DUP	DUP
		DOMINION DOMNN	DOMNN	DUTCH DTCH	DTCH
		DONNEE DNN	DNN	DWELLING DWLLNG	DWLLNG
		DOUBLE DBL	DBL	DYEING DYG DYNG	DYNG
		DOUGHNUT DNT DONUT	DONUT	DYING DYG	DYG

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
DYNAMIC DYNA DYNMC	DYNMC	EIGHTH VIII 8TH	8TH	ELECTRONIC ELEC ELECT ELECTRNC	ELECT
EAGLE EGL	EGL	ELDER ELDR	ELDR	ELECTROPLATING ELCPLTG	ELCPLTG
EARLY ERLY	ERLY	ELDERLY ELDRLY	ELDRLY	ELEGANCE ELGNC	ELGNC
EARTH ERTH	ERTH	ELECT ELCT	ELEC	ELEGANT ELGNT	ELGNT
EASTERN ESTRN	ESTRN	ELE ELEC		ELEMENT ELMNT	ELMNT
EASTSIDE ESTSD	ESTSD	ELECTED ELCTD ELECT	ELCTD	ELEMENTARY ELEM	ELEM
EATERY ETRY	ETRY	ELECTRIC ELC ELEC ELECT ELECTR	ELECTR	ELEVATOR ELEV	ELEV
ECOLOGY ECLGY ECO ECOLO	ECO	ELECTRICAL ELEC ELECT ELECTRL	ELECTRL	ELEVEN XI 11 11TH	11TH
ECONOMIC ECNMC ECON	ECNMC	ELECTRICIAN ELEC ELECT	ELECTRCN	ELITE EMBASSY EMBSSY	ELITE EMBSSY
ECONOMIST ECOM ECON ECONMST	ECONMST	ELECTRCN		EMBROIDERY EMB	EMB
ECONOMY ECON	ECON	ELECTRICITY ELEC ELECT	ELECTRCTY	EMERGENCY EMER EMERG EMERGNCY	EMER
EDIBLE EDBL	EDBL	ELECTROLOGIST ELCTRLGST	ELCTRLGST	EMPIRE EMP	EMP
EDIFICE EDFC	EDFC	ELECTROLYSIS ELCTRLYS ELECTRLSIS ELECTRLYS	ELCTRLYS	EMPLOYED EMPL EMPLOY	EMPL
EDITION ED	ED	ELECTROMECHANICAL ELCTRMCHNCL	ELCTRMCHNCL	EMPLOYEE EMPL EMPLYE	EMPLYE
EDITOR EDIT EDTR	EDIT	ELECTROMEDICAL ELCMED	ELCMED	EMPLOYMENT EMPL EMPLMNT EMPLMT	EMPLMNT
EDUCATION ED EDCT EDCTN EDUC	EDUC	ELECTROMETALLURGICAL ELCMTLG	ELCMTLG	EMPORIUM EMPOR EMPORM EMPRM	EMPOR
EDUCATIONAL EDUC EDUCATIONL EDUCL EDUCTL	EDUCL	ELECTRON ELCTRN	ELCTRN	ENAMEL ENL	ENL
				ENAMELING ENMLNG	ENMLNG

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ENCYCLOPEDIA ENCY	ENCY	ENTERPRISE ENT	ENTRPRS	EQUIPMENT EQPMENT EQP EQPMNT EQPT EQUIP EQUIPT	EQUIP
ENDEAVOR ENDVR	ENDVR	ENTER ENTERP ENTERPRS ENTP ENTPR ENTPS ENTRPR ENTRPRS		EQUITABLE EQTBL EQUITY EQTY EQUY	EQTBL
ENDOCRINOLOGIST ENDCRNLGST	ENDCRNLGST	ENTERTAINMENT ENTRMT ENTRTN	ENTRTN	ERECTING ERCT	ERCT
ENDODONTIC ENDDNTC	ENDDNTC	ENTREPOT ENTRPT	ENTRPT	ERECTOR ERCTR	ERCTR
ENERGY ENGRY ENGY ENRG ENGRY	ENGRY	ENTREPRENEUR ENTRPRNR	ENTRPRNR	ESQUIRE ESQ	ESQ
ENFORCEMENT ENFCMNT	ENFCMNT	ENTRY ENT	ENT	ESSENTIAL ESSTNL	ESSNTL
ENGINE ENG	ENG	ENVELOPE ENV	ENV	ESTABLISHMENT EST ESTAB	ESTAB
ENGINEER ENG ENGR	ENGR	ENVIRONMENT ENVIR ENVIRON ENVRMT ENVRONMEN	ENVIR	ESTATE EST	EST
ENGINEERED ENGRD	ENGRD	ENVIRONMENTAL ENVIRON ENVRMTL ENVRNMTL	ENVIRON	ESTIMATION ESTMTN	ESTMTN
ENGINEERING ENG ENGINRNG ENGR ENGRG ENGRNG	ENGRG	EPISCOPAL EPIS EPISCPL EPSCP EPSCPL	EPISCPL	ESTIMATOR EST ESTMTR	ESTMTR
ENGLAND ENG ENGL ENGLD	ENGLD	EPSILON EPSLN	EPSLN	ETCETERA ETC	ETC
ENGLISH ENGL ENGLSH	ENGL	EQUAL EQL	EQL	ETUDE ETD	ETD
ENGRAVER ENGRVR	ENGRVR	EQUESTRIAN EQSTRN	EQSTRN	EUROPEAN ERPN	ERPN
ENGRAVING ENGRV	ENGRV	EQUINE EQN	EQN	EVALUATION EV EVAL	EVAL
ENLARGE ENLRG	ENLRG			EVANGELICAL EVNGLCL	EVNGLCL
ENSIGN ENS	ENS			EVANGELIST EVNGLST	EVNGLST

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
EVANGELISTIC EVNGLSTC	EVNGLSTC	EXEMPT EXMPT	EXMPT	EXPRESSION EXPRSSN	EXPRSSN
EVENING EVNNG	EVNNG	EXEMPTED EXMPTD	EXMPTD	EXPRESSWAY EXPRSSWY EXPY	EXPY
EVENT EVNT	EVNT	EXHIBIT EXHBT	EXHBT	EXTENSION EXT EXTNSN	EXT
EVERGREEN EVRGRN	EVRGRN	EXHIBITOR EXHBTR	EXHBTR	EXTERMINATING EXTERM EXTG EXTRMNTNG	EXTERM
EXACT EXCT	EXCT	EXPEDITER EXPD	EXPD	EXTERMINATOR EXTRMNR	EXTRMNR
EXAMINATION EXMNTN	EXMNTN	EXPEDITION EXP EXPDTN	EXPDTN	EXTRACT EXT EXTRCT	EXTRCT
EXAMINE EX EXAM EXMN	EXAM	EXPEDITOR EXPDTR	EXPDTR	EXTRACTOR EXTRCTR	EXTRCTR
EXAMINER EXMNR	EXMNR	EXPENSE EXP	EXP	EXTRAORDINARY EXTRRDNRY	EXTRRDNRY
EXCAVATE EXCVT	EXCVT	EXPERIENCE EXPRNC	EXPRNC	EXTREME EXTRM	EXTRM
EXCAVATING EXCAVATNG EXCAVTG EXCVTG	EXCAVTG	EXPERIMENT EXPRMNT	EXPRMNT	FABRIC FABR FBRC	FBRC
EXCAVATION EXCTVN	EXCVTN	EXPERT EXPR EXPRT	EXPR	FABRICATED FAB FABD	FABD
EXCAVATOR EXCAVATR EXCVTR	EXCVTR	EXPLORATION EXPLRN EXPN	EXPLRN	FABRICATING FABG	FABG
EXCEL EXCL	EXCL	EXPLOSIVE EXPL EXPLSV	EXPLSV	FABRICATION FBRCN	FBRCN
EXCELSIOR EXCEL EXCLSR	EXCLSR	EXPORT EXP EXPRT EXPT	EXPRT	FABRICATOR FAB FABRICTR FBRCTR	FAB
EXCEPTIONAL EXCPTNL	EXCPTNL	EXPORTATION EXPN EXPRTTN	EXPN	FACILITY FAC FACLTY	FACLTY
EXCESS EXCSS	EXCSS	EXPORTER EXP EXPRTR	EXPRTR	FACTOR FCTR	FCTR
EXCHANGE ECHANGE EXCH	EXCH	EXPOSE EXPS	EXPS	FACTORY FAC FCTRY	FCTRY
EXECUTIVE EX EXC EXE EXEC	EXEC	EXPOSITION EXPO EXPSTN	EXPO	FACULTY FCLTY	FCLTY
EXECUTOR EXTR	EXTR	EXPRESS EX EXP EXPRSS	EXPRSS	FAITH FTH	FTH

Common Presentation	Postal Service Standard
FALLS FLS	FLS
FAMILY FAM FMLY	FMLY
FAMOUS FMS	FMS
FANCY FNCY	FNCY
FANTASTIC FNTSTIC	FNTSTIC
FANTASY FNTSY	FNTSY
FARM FRM	FRM
FARMER FRMR	FRMR
FARMING FRMNG	FRMNG
FASHION FASHN FSHN	FASHN
FASTENER FAS	FAS
FATHER FR	FR
FAUCET FCT	FCT
FEATHER FE	FE
FEDERAL FDRL FED FEDL FEDRL	FED
FEDERATED FDRTD	FDRTD
FEDERATION FEDRN	FEDRN
FELLOWSHIP FELLOWSHP FLLWSHP FLWSHIP FLWSHP	FLLWSHP
FENCE FNC	FNC
FERROUS FER	FER

Common Presentation	Postal Service Standard
FERTILIZER FERT	FERT
FIBER FIBR	FIBR
FIBERGLASS FBRGLS	FBRGLS
FIBRE FBR FIBR	FBR
FIDELITY FDLTY FIDLTY	FIDLTY
FIELD FLD	FLD
FIFTH V 5TH	5TH
FIGHT FGHT	FGHT
FIGHTER FGHTR	FGHTR
FINANCE FIN FNC	FIN
FINANCIAL FINL FNCL	FNCL
FINANCIER FIN FINR	FINR
FINANCING FING	FING
FINDING FNDG	FNDG
FINEST FNST	FNST
FINISH FINSH FNSH	FNSH
FINISHING FINISH FINSHG FNSHNG	FINISH
FIREARM FRARM	FRARM
FIREMAN FIRMN FRMN	FIRMN

Common Presentation	Postal Service Standard
FIREWORK FRWRK	FRWRK
FIRST I 1 1ST	1ST
FISCAL FISC	FISC
FISHERY FSHRY	FSHRY
FISHING FSHNG	FSHNG
FITNESS FITNS	FITNS
FIXTURE FIX	FIX
FLAVOR FL FLA FLVR	FLVR
FLEET FLT	FLT
FLIGHT FLGT FLT	FLGT
FLOCK FLCK	FLCK
FLOOR FL FLR	FL
FLOORCOVERING FLRCVG	FLRCVG
FLOORING FLRG FLRNG	FLRNG
FLORAL FLRL	FLRL
FLORIST FLOR FLRST	FLRST
FLOWER FLWR	FLWR
FLUID FLD FLUD	FLUD
FLYING FLY	FLY
FOCUS FCS	FCS

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
FOOTBALL FTBLL	FTBLL	FOUNDRY FDRY	FNDRY	FRICTION FRCTN	FRCTN
FOOTWEAR FTWR	FTWR	FNDRY		FRIED FRD	FRD
FORCE FOR FRC	FRC	FOUNTAIN FTN	FTN	FRIEND FRND	FRND
FORECASTING FRCSTNG	FRCSTNG	FOURGON FORGN	FORGN	FRIENDLY FRNDLY	FRNDLY
FOREIGN FGN FRGN	FRGN	FOURTEENTH XIV 14 14TH	14TH	FRONTIER FRNTR	FRNTR
FOREMAN FORMN FRMN	FORMN	FOURTH IV 4 4TH	4TH	FROZEN FRZ FRZN	FRZ
FORESIGHT FORSGHT	FORSGHT	FRAGRANCE FRGRNC	FRGRNC	FRUIT FRT	FRT
FOREST FRST	FRST	FRAME FRAM	FRAM	FUNCTIONAL FUNCTL	FUNCTL
FORESTRY FOR FRSTRY	FOR	FRAMEWORK FRMWRK	FRMWRK	FUNCTIONARY FUNCTRY	FUNCTRY
FOREVER FORVR	FORVR	FRAMING FRAMG	FRAMG	FUNDAMENTALIST FNDMNTLST	FNDMNTLST
FORGING FRG	FRG	FRANCHISE FRNCHS	FRNCHS	FUNDING FNDNG	FNDNG
FORGOING FRGNG	FORGNG	FRANCHISING FRANCSNG	FRNCHSNG	FUNERAL FNRL	FNRL
FORKLIFT FRKLFT	FRKLFT	FRATERNAL FRTRNL	FRTRNL	FURNACE FRNC	FRNC
FORMAL FRML	FRML	FRATERNITY FRTRNTY	FRTRNTY	FURN FURN	
FORMATION FRMTN	FRMTN	FREEWAY FRWY FWY	FWY	FURNISHING FURNG	FURNG
FORTUNE FRTN	FRTN	FREEZE FREZ FRZ	FREZ	FURNITURE FURN	FURN
FORUM FRM FRUM	FRUM	FREEZER FRZR	FRZR	FURRIER FUR	FUR
FORWARDING FWDG	FWDG	FREIGHT FRGHT	FRGHT	FUSIL FUSL	FUSL
FOSTER FSTR	FSTR	FRGT FRT		FUSION FUSN	FUSN
FOUND FND	FND	FRENCH FRNCH	FRNCH	GALAXY GALXY	GALXY
FOUNDATION FDN FNDTN FOUNDTN	FNDTN	FRESH FRSH	FRSH	GALLERY GLLRY	GLLRY
		FRIARY FRY	FRY	GALVANIZING GLVNZNG	GLVNZNG
				GARAGE GAR GRGE	GRGE

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
GARDEN GDN GDNS GRDN	GDNS	GIANT GNT	GNT	GRANDMA GRNDMA	GRNDMA
GARDENER GRDNR	GRDNR	GIFTWEAR GFTWR	GFTWR	GRANDPA GRNDPA	GRNDPA
GARMENT GMT	GMT	GINGERBREAD GNRBRD	GNRBRD	GRANITE GRAN GRNT	GRNT
GASOLINE GAS	GAS	GLACE GLC	GLC	GRAPHIC GRPHC	GRPHC
GASTROENTEROLOGIST GAST GASTRNTLST	GASTRNTLST	GLADIATOR GLDTR	GLDTR	GRAVEL GRAV GRAVL GRVL	GRVL
GASTROENTEROLOGY GAST GASTRNTLGY	GASTRNTLGY	GLASS GL GLS	GLS	GREAT GRT	GRT
GATEWAY GTWY	GTWY	GLASSWARE GLWR	GLWR	GREATER GRTR	GRTR
GATHERING GTHRNG	GTHRNG	GLAZE GLZ	GLZ	GREEN GRN	GRN
GAZETTE GAZ	GAZ	GLOBAL GLBL	GLBL	GREENHOUSE GRNHS GRNHSE	GRNHS
GENERAL GEN GENL GN	GEN	GLOVE GLV	GLV	GREETING GRTG	GRTG
GENERATING GNRTNG	GNRTNG	GOLDEN GLDN	GLDN	GRILL GRL	GRL
GENERATION GNRTN	GNRTN	GOSPEL GSPL	GSPL	GRINDER GRNDR	GRNDR
GENERATOR GNRTR	GNRTR	GOURMET GRMT	GRMT	GRINDING GRIND GRNDG	GRIND
GENESIS GNSS	GNSS	GOVERNMENT GOV GOVERMT GOVT	GOVT	GROCER GROC	GROC
GENTLEMEN GNTLMN	GNTLMN	GOVERNMENTAL GVRNMNTL	GVRNMNTL	GROCERY GROCY	GROCY
GEODESIC GDSC	GDSC	GOVERNOR GOV GVRNR	GOV	GROOMING GROOM	GROOM
GEOLOGICAL GEOGCL	GEOGCL	GRACE GRC	GRC	GROUP GP GRP	GRP
GEOLOGIST GEOL	GEOL	GRADE GRD GRDE	GRDE	GROVE GRV	GRV
GEOLOGY GEOLOGY	GEOLOGY	GRADUATE GRAD	GRAD	GUARANTEED GRNTD	GRNTD
GEOGRAPHICAL GEOPHYS	GEOPHYS	GRAIN GRAN GRN	GRAN	GUARD GRD	GRD
GERIATRIC GERI	GERI	GRAND GRD GRND	GRND	GUARDIAN GRDN	GRDN

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
GUIDANCE	GUIDNC	HANDLING	HNDLG	HEAVY	HVY
GUID		HDLG		HVY	
GUIDNC		HNDLING		HEIGHT	HTS
GUIDE	GUID	HANDPRINT	HNDPRNT	HT	
GUID		HNDPRNT		HELICOPTER	HLCPTR
GUILD	GLD	HANDY	HNDY	HLCPTR	
GLD		HNDY		HELPER	HLPR
GUNNERY	GY	HANDYMAN	HNDYMN	HLPR	
GNNRY		HNDYMN		HEMATOLOGIST	HEMATL
GY		HAPPY	HAP	HEMATL	
GUNSMITH	GNSMTH	HAP		HEMATOLOGY	HEMATLGY
GNSMTH		HARBOR	HBR	HEMATL	
GYMNASTIC	GYM	HARB		HEMATLGY	
GYM		HARBR		HERITAGE	HRTG
GYNECOLOGIST	GYN	HBR		HRTG	
GYN		HRBOR		HERMITAGE	HRMTG
GYNCLGST		HARDWARE	HDWR	HRMTG	
GYNECOLOGY	GYNCLGY	HDWR		HICKORY	HCKRY
GYN		HARNESS	HARN	HCKRY	
GYNCLGY		HARN		HIDEAWAY	HDWY
GYPNUM	GYPN	HATCHERY	HTCHY	HDWY	
GYPN		HTCHY		HIGHER	HGHR
HABERDASHERY	HDASHY	HAULING	HLG	HGHR	
HDASHY		HLG		HIGHLAND	HGLND
HAIRCUTTING	HAIRCTTNG	HAVEN	HVN	HGLND	
HAIRCTTNG		HVN		HIGHWAY	HWY
HAIRDRESSER	HRDRSSR	HAYSTACK	HYSTCK	HWY	
HRDRSSR		HYSTCK		HILLTOP	HLTP
HAIRSTYLING	HRSTYLNG	HEADACHE	HDCH	HLTP	
HRSTYLNG		HDCH		HISTORICAL	HISTRCL
HAIRSTYLIST	HRSTYLST	HEADLINER	HDLNR	HIST	
HAIRSTYLS		HDLNR		HISTORCL	
HRSTYLST		HEADQUARTERS	HDQTRS	HISTRCL	
HALLMARK	HLLMRK	HDQS		HITCHING	HTCHNG
HLLMRK		HQ		HTCHNG	
HAMBURGER	HAMBGR	HQS		HOBBY	HOB
HAMB		HQTS		HOB	
HB		HEALTH	HLTH	HOLDING	HLDNG
HMBG		HLTH		HLDNG	
HANDBAG	HBAG	HEARING	HEAR	HOLDG	
HBAG		HEAR		HOLIDAY	HLDY
HANDICAPPED	HNDCPD	HRNG		HLDY	
HNDCPD		HEART	HRT	HOLINESS	HLNSS
HANDICRAFT	HNDCRFT	HRT		HLNSS	
HANDCRAFT		HEATING	HTG	HOMESTEAD	HMSTD
HNDCRFT		HEATG		HMSTD	
HANDLER	HNDLR	HTG		HOMEWORK	HMWRK
HNDLR		HTNG		HMWRK	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
HONEYBEE HNYB	HNYB	HYDRAULIC HYDRLC	HYDRLC	IMPROVEMENT IMPRV	IMPRVMT
HONORABLE HON	HON	HYGIENE HYGN	HYGN	IMPRVMNT IMPRVMT	
HORIZON HRZN	HRZN	HYPNOSIS HYPNS	HYPNS	INCARNATION INCRNTN	INCRNTN
HORSE HRS	HORSE	IDEAL IDL	IDL	INCOME INCM	INCM
HORTICULTURAL HORT	HORTL	IGNITION IGN	IGN	INCO	
HORTICULTURE HORT	HORT	IMAGE IMG	IMG	INCORPORATED INC	INC
HOSIERY HOS	HSY	IMAGINATION IMGNTN	IMGNTN	INCOR	
HOSPI HSP		IMAGING IMGNG	IMGNG	INCORP	
HOSPIE HOSPI	HSPC	IMMACULATE IMMCLT	IMMCLT	INCORPORATION INCTN	INCTN
HOSPITAL HOSP	HOSP	IMMEDIATE IMMDT	IMMDT	INDEMNITY INDMNTY	INDMNTY
HOSPIT HSP		IMMIGRATION IMMGRTN	IMMGRTN	INDEPENDENCE INDEP	INDPDNC
HSPTL		IMPACT IMP	IMP	INDEP INDPDNC	
HOSPITALITY HOSPTY	HOSPTY	IMPAIRED IMPRD	IMPRD	INDEPENDENT IND	INDPDNT
HOT HT	HTL	IMPEDIMENT IMPDMNT	IMPDMNT	IND INDPDNT	
HTL		IMPERIAL IMPRL	IMPRL	INDPDNT INDPDNT	
HOUSE HS	HSE	IMPLEMENT IMPL	IMPL	INDIAN INDN	INDN
HSE		IMPLMNT IMPT		INDN	
HOUSEHOLD HHLD	HSEHLD	IMPLEMENTATION IMPLNTN	IMPLNTN	INDUSTRIAL IND	IND
HSEHLD		IMPORT IMPRT	IMPRT	INDL INDSTR	
HOUSEWARES HSWRS	HSWRS	IMPORTATION IMPN	IMPN	INDUS INDUSTRIA	
HOUSING HOSNG	HSNG	IMPRESSED IMPRTD	IMPRTD	INDUSTRL	
HSNG		IMPORTER IMPRTR	IMPRTR	INDUS	
HUMAN HMN	HMN	IMPRTNG IMPRTNG	IMPRTNG	INDUST	INDUST
HUNGRY HNGRY	HNGRY	IMPRESSION IMPRESS	IMPRESS	INDSTR	
HUNTER HNTR	HNTR			INDUSTRY IND	
				INDS	
				INDTRY	
				INDUS	
				INDUST	
				INDUSTR	
				INFANT INF	INFNT
				INFNT	
				INFINITE INFINT	INFINT
				INFINT	
				INFIRM INFRM	INFRM
				INFRM	
				INFIRMARY INFRMRY	INFRMRY
				INFRMRY	

Common Presentation	Postal Service Standard
INFORM INF	INF
INFORMATICS INFRMTCS	INFRMTCS
INFORMATION INF INFO INFOR	INFO
INGREDIENT INGRDNT	INGRDNT
INITIAL INTL	INIT
INJECTION INJCTN	INJCTN
INLAND INLND	INLND
INNER INNER	INNER
INNKEEPER INNKPR	INNKPR
INNOCENT INNCNT	INNCNT
INNOVATION INNVTN	INNVTN
INNOVATIVE INNVTV	INNVTV
INQUISITIVE INQ INQSTV	INQSTV
INSCRIPTION INSCRPTN	INSCRPTN
INSECURE INSCR	INSCR
INSPECTION INSPCTN INSPTN	INSPCTN
INSPECTOR INS INSP INSPCTR	INSPCTR
INSTALLATION INSTLTN	INSTLTN
INSTALLER INSTLLR	INSTLLR
INSTALLMENT INSTL	INSTL
INSTANT INSTNT	INSTNT

Common Presentation	Postal Service Standard
INSTITUTE INST INSTI INSTIT INSTITUE INSTITUT INSTITUTION INSTN	INST
INSTITUTIONAL INSTNL	INSTNL
INSTRUCTOR INST INSTR INSTRCTR	INSTRCTR
INSTRUMENT INSTR	INSTR
INSTRUMENTATION INSTRMNTN INSTRUMENTA	INSTRMNTN
INSULATED INSLTD	INSLTD
INSULATING INSULG	INSULG
INSULATION INSLTN INSUL INSULATN	INSLTN
INSURANCE INS INSUR INSURAN	INS
INTEGRATED INTGRTD	INTGRTD
INTELLIGENCE INTLLGNC	INTLLGNC
INTENTIONAL INTNTNL	INTNTNL
INTERACTION INTER INTRCTN	INTRCTN
INTERACTIVE INTRCTV	INTRCTV
INTERCHANGE INTRCHNG	INTRCHNG
INTERCONTINENTAL INTERCON	INTERCON
INTEREST INTRST	INTRST

Common Presentation	Postal Service Standard
INTERFAITH INTRFTH	INTRFTH
INTERIOR INT INTR	INTR
INTERMEDIATE INTER INTERMED	INTER
INTERMEDICS INTRMDCS	INTRMDCS
INTERNAL INTER INTERNAL	INTERNAL
INTERNATIONAL INTERNATI INTERNATIO INTERNATION INTERNATIONA INTERNATL INTL INTNL INTRNTL INTRNTNL	INTRNTL
INTERNIST INTER INTERNST	INTERNST
INTERSTATE INTRST INTSTE	INTSTE
INTERVIEWER INTERV	INTERV
INVENTORY INVEN INVY	INVY
INVEST INVST	INVST
INVESTED INVSTD	INVSTD
INVESTIGATION INVSTGTN	INVSTGTN
INVESTIGATIVE INVSTGTV	INVSTGTV
INVESTIGATOR INVSTR	INVSTR

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
INVESTMENT INV INVESTMNT INVESTMT INVST INVSTMNT INVSTMT	INVSTMNT	JOINT JNT	JNT	KITCHEN KIT KTCHN KTN	KTCHN
INVITATIONAL INVTNL	INVTNL	JOURNAL JRNL	JRNL	KNIGHT KNGHT KNT	KNGHT
INVOICE INV	INV	JOURNALIST JRNLST	JRNLST	KNITTED KNTTD	KNTTD
IRONWORK IRNWRK	IRNWRK	JOURNEY JRNY	JRNY	KNITTING KNT	KNT
IRRIGATION IRRGTN IRRIG IRRIGAT	IRRGTN	JUBILEE JBL	JBL	KNITWEAR KNTWR	KNTWR
ISLAND IS ISL ISLE	ISLE	JUDGE JD JDG	JDG	KOSHER KSHR	KSHR
ISLANDER ISLER	ISLER	JUICE JC	JC	LABEL LAB LBL	LBL
ISOLATION ISO	ISO	JUNCTION JC JCT JCTION JCTN JUNCTN JUNCTION	JCT	LABORATORY LAB	LAB
ISOTOPE ISTP	ISTP	JUNIOR JR	JR	LABORER LBR	LBR
ITALIAN IT ITAL ITLN	ITAL	JUSTICE JSTC	JSTC	LACQUER LACQ	LACQ
JAILER JLR	JLR	JUVENILE JVNL	JVNL	LAMINATE LMNT	LMNT
JANITOR JAN	JAN	KARATE KRT	KRT	LAMINATING LMNTNG	LMNTNG
JANITORIAL JAN JANITOR JNTRL	JANTRL	KENNEL KNL	KNL	LANCE LNC	LNC
JEWELER JWLR	JWLR	KEYBOARD KYBRD	KYBRD	LANDFILL LNDFLL	LNDFLL
JEWELRY JEWLRY JWLRY JWLY	JWLRY	KEYSTONE KEYSTN	KEYSTN	LANDMARK LNDMRK	LNDMRK
JEWISH JEW	JEW	KIDDIE KID	KID	LANDSCAPE LANDSCP LDSCP LNDSCP	LNDSCP
JOBBER JOB	JOB	KINDERGARTEN KDRGRTN KINDERGTN KNDGTRN KNDRGRTN	KINDERGTN	LANDSCAPING LANDSCPG LDSCPG LNDSCPG	LANDSCPG
		KINEMATICS KNMTCS	KNMTCS	LANGUAGE LANG	LANG
		KINGDOM KNGDM	KNGDM	LAPIDARY LAPDRY	LAPDRY
				LARGE LRGE	LRGE

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
LARYNGOLOGIST LAR LARYNGLGST	LARYNGLGST	LEGAL LEG LGL	LGL	LIMIT LMT	LMT
LARYNGOLOGY LAR LARYNGLGY	LARYNGLGY	LEGION LGN	LGN	LIMITED LMTD LTD	LTD
LASER LSR	LSR	LEISURE LSR LSUR	LSUR	LIMITLESS LMTLSS	LMTLSS
LASTING LSTNG	LSTNG	LENGTH LNGTH	LNGTH	LIMOUSINE LIMO LIMOSINE LIMSNE	LIMO
LATHING LTHG	LTHG	LESSOR LSSR	LSSR	LINEN LIN	LIN
LATTER LTTR	LTTR	LETTER LTE LTR	LTR	LINGERIE LNGR	LNGR
LAUNDERER LDRER	LDRER	LETTERPRESS LTRPRS	LTRPRS	LINOLEUM LNLM	LNLM
LAUNDROMAT LNDRMT	LNDRMT	LEVER LVR	LVR	LIQUID LQD	LQD
LAUNDRY LDRY LNDRY	LNDRY	LIABILITY LBLTY	LBLTY	LIQUOR LQ LQR	LQR
LAWYER LGL LWYR	LWYR	LIBERTY LBRTY LIBTY	LBRTY	LITHOGRAPH LITHO	LITHO
LEADER LDR	LDR	LIBRARIAN LBRN	LIBRN	LITHOGRAPHER LITHO LITHOR	LITHOR
LEAGUE LEA LEAG LGE	LEA	LIB LIBR LIBRN		LITHOGRAPHIC LITHOC	LITHOC
LEARNING LEARN LRNG	LEARN	LIBRARY LBRRY LBRY	LBRY	LITHOGRAPHING LITHO LITHOG	LITHOG
LEASE LEAS LS	LS	LIB LIBRAR LIBRY		LITHOGRAPHY LITHOY	LITHOY
LEASING LEASE LSG LSNG	LEASE	LICENSED LCNSD	LCNSD	LITTLE LTL	LTL
LEATHER LEA LTHR	LTHR	LIEUTENANT LT	LT	LIVERY LV	LV
LECTURE LECT	LECT	LIGHT LGT	LGT	LIVESTOCK LVSTCK LVSTK	LVSTCK
LECTURER LEC LECT LECTR	LECTR	LIGHTER LGHTR	LGHTR	LIVING LVNG	LVNG
		LIGHTING LGHTG	LIGHT	LOADER LDR LODR	LODR
		LIGHT LTG		LOADING LDNG	LDNG

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
LOBSTER LBSTR	LBSTR	MACHINE MACH MCH MCHINE	MACH	MANAGEMENT MANAGE MANGMNT MGMENT MGMT MGT MNGMNT MNGMT MNGN	MGMT
LOCAL LCL LOC	LCL	MACHINER MACH MACHR	MACHR	MANAGER MANAGE MG MGR MNAGER MNGR	MGR
LOCATION LCTN	LCTN	MACHINERY MACH MACHY MCHY	MACHY	MANAGERIAL MGRL	MGRL
LOCKER LCKR	LCKR	MACHINING MACH MACHG	MACHG	MANAGING MGNG MNG MNGNG	MNGNG
LOCKSMITH LCKSMTH LOCKSMTH LSMITH	LOKSMTH	MACHINIST MACH MACHST	MACHST	MANOR MNR	MNR
LOCOMOTIVE LOCOM	LOCOM	MAGAZINE MAG	MAG	MANPOWER MNPWR	MNPWR
LODGE LDG LDGE LODG	LDG	MAGIC MGC	MGC	MANUFACTURE MANF MANUF MFR	MFR
LOGGING LOG	LOG	MAGNETIC MGNTC	MGNTC	MANUFACTURER MFR MFGR	MFGR
LOGIC LGC	LGC	MAGNETO MGNTO	MGNTO	MANUFACTURING MANUFACTURI MFG MFGNG	MFG
LOGICAL LGCL	LGCL	MAILER MLR	MLR	MAPLE MPL	MPL
LOGISTIC LOGISTC LOGS	LOGISTC	MAILSTOP CODE MS MS# MSC	MSC	MARATHON MRTHN	MRTHN
LOGISTICIAN LOGISTN	LOGISTN	MAINSAIL MNSL	MNSL	MARBLE MBL MRBL	MRBL
LOUNGE LNG	LNG	MAINTENANCE MAINT MNTNC MTNCE	MNTNC	MARINA MRNA	MRNA
LUBRICANT LUBR LUBRICNT	LUBR	MAJESTIC MJSTC	MJSTC	MARINE MAR MRNE	MRNE
LUBRICATION LUBE	LUBE	MAJOR MAJ MJR	MJR		
LUCKY LCKY	LCKY	MAMMOGRAPHY MAMGRPHY	MAMGRAPHY		
LUGGAGE LUG	LUG	MANAGE MANAG MNG	MANAG		
LUMBER LBR LMBR	LMBR				
LUTHERAN LUTH	LUTH				
MACARONI MCRN	MCRN				

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
MARITIME MRTM	MRTM	MEASUREMENT MEASUREMNT MSRMNT	MSRMNT	MERCANTILE MERC MERCCTL	MERCCTL
MARKET MKT MRKT	MKT	MECHANIC MCHNC MECH	MECH	MERCHANDISE MDSE	MDSE
MARKETER MRKTR	MRKTR	MECHANICAL MECH MECHL	MECHL	MERCHANDISER MRCHNSR	MRCHNSR
MARKETING MKT MKTG MKTING MKTNG MRKT MRKTG	MKTG	MEDIA MED	MEDIA	MERCHANDISING MDSNG MERCH MHDSG	MDSNG
MARKETPLACE MRKTPLC	MRKTPLC	MEDICAL MDCL MED MEDCL MEDIC MEDL	MEDCL	MERCHANT MCHNT MRCHNT	MRCHNT
MARKING MKG	MKG	MEDICAMENT MEDCMNT	MEDCMNT	MERCURY MERC	MERC
MARSHALL MRSHLL	MRSHLL	MEDICINE MED MEDCN	MEDCN	MERIDIONAL MRDNL	MRDNL
MASON MSN	MSN	MEDIUM MED MEDM	MEDM	METAL MET METL MTL	METL
MASONIC MSNC	MSNC	MEETING MTG	MTG	METALLIZING MTLNG	MTLNG
MASONRY MASON MSN	MASON	MELANGE MLNG	MLNG	METALLURGICAL MET METLLRGCL	METLLRGCL
MASTER MSTR	MSTR	MEMBER MBR	MBR	METALLURGIST MET METLLRGST	METLLRGST
MATERIAL MATL MTL MTRL	MTRL	MEMBERSHIP MBRSHP	MBRSHP	METALLURGY MTLGY	MTLGY
MATERIEL MTREL	MATL	MEMBRANE MBRM	MBRM	METEOROLOGIST MET METRLGST	METRLGST
MATERNITY MTRNTY	MTRNTY	MEMORANDUM MEMO	MEMO	METHOD METH	METH
MATTRESS MAT MATRS MATT MATTRS	MATRS	MEMORIAL MEM MEML MEMRL	MEML	METHODIST METH METHDST	METHDST
MAYOR MAY MYR	MAY	MEMORY MEM	MEM	METRIC MTRC	MTRC
MEADOW MDW	MDWS	MENNONITE MENIT	MENIT	METROPOLITAN METRO	METRO
MEASURE MSR	MSR	MENTAL MENT MNTL	MNTL	MEXICAN MEX	MEX
				MICRO MCR	MCR

Common Presentation	Postal Service Standard
MICROBIOLOGY MCRBLGY	MCRBLGY
MICROCOMPUTER MCRCMPTR MICRO	MCRCMPTR
MICRODATA MCRDT	MCRDT
MICROELECTRONIC MCRELCTRNC	MCRELCTRNC
MICROFICHE MCRFCH	MCRFCH
MICROWAVE MCRWV	MCRWV
MIDDLE MID MIDL	MID
MIDLAND MDLND	MDLND
MIDSHIPMAN MDSHPMN	MDSHPMN
MIDTOWN MDTWN	MDTWN
MIDWAY MDWY	MDWY
MIDWEST MDWST MIDWST	MDWST
MIDWESTERN MDWSTRN	MDWSTRN
MILIEU ML	ML
MILITARY MLTRY	MLTRY
MILLINERY MLY	MILNRY
MILLING MIL	MIL
MILLWORK MLLWK	MLLWK
MINERAL MIN MNRL	MNRL
MINIATURE MINI	MINI
MINING MIN MINNG	MIN
MINISTER MNTR	MINSTR

Common Presentation	Postal Service Standard
MINISTRY MNSTRY	MNSTRY
MINISCULE MNSCL	MNSCL
MIRROR MIR	MIR
MISCELLANEOUS MISC	MISC
MISSILE MIS	MIS
MISSION MSN MSSN	MSSN
MISSIONARY MSSNRY	MSSNRY
MISTER MR	MR
MIXED MXD	MXD
MIXING MIX	MIX
MOBILE MBL MO MOB	MBL
MOCCASIN MOC	MOC
MODEL MDL	MDL
MODERN MDRN MOD	MOD
MOLDED MLD	MLD
MOLDING MLDG	MLDG
MONASTERY MONSTRY	MONSTRY
MONEY MNY	MNY
MONITORING MNTRNG	MNTRNG
MONOGRAM MNGRM	MNGRM
MONTHLY MNTHLY	MNTHLY
MONUMENT MNMT MONU	MNMT

Common Presentation	Postal Service Standard
MOOSE MSE	MSE
MORTGAGE MORTG MORTGE MRTG MRTGE MTG MTGE	MRTG
MORTICIAN MORT	MORT
MORTUARY MRTRY	MRTRY
MOSAIC MSC	MOSC
MOTEL MTL	MTL
MOTHER MTHR	MTHR
MOTIF MTF	MTF
MOTION MOTN MTN	MOTN
MOTOR MTR	MTR
MOTORCYCLE MTCYC	MTRCYL
MOULAGE MLG	MLG
MOULDING MLDNG	MLDNG
MOUNT MT	MT
MOUNTAIN MNTN MOUNTIN MTN	MTN
MOVEMENT MVMNT	MVMNT
MOVER MVR	MVR
MOVIE MOV	MOV
MOVING MOVE MVG	MOVE
MOWER MWR	MWR

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
MUFFLER	MUFLR	NETWORK	NTWRK	OBSTETRICIAN	OB
MFLR		NET		OB	
MUFLR		NETWK		OBSTRCN	
MUNICIPAL	MNCPL	NTK		OCCUPATION	OCCUPTN
MNCPL		NTWK		OCCUPTN	
MUNICIPALITY	MNCPLTY	NTWRK		OCCUPATIONAL	OCCUPTNL
MNCPLTY		NETWORKING	NTWRKNG	OCCUP	
MUSEUM	MUS	NTWRKNG		OCCUPTNL	
MUS		NEUROBIOLOGY	NEUROBIOL	OCEAN	OCN
MUSIC	MUSC	NEUROBIOL		OCN	
MUS		NEUROLOGIST	NEUROLGST	OFFICE	OFC
MUSC		NEUROLGST		OFC	
MUSICAL	MUSCL	NEUROLOGY	NRLGY	OFCE	
MUSCL		NRLGY		OFF	
MUTUAL	MUTL	NEWSPAPER	NWSPPR	OFFC	
MTL		NSWPPR		OFFICER	OFCR
MUTL		NINTH	9TH	OFFICR	
MYSTIC	MYSTC	IX		OFFR	
MYSTC		9TH		OFFICIAL	OFCL
NATION	NAT	NONCOMMISSIONED	NC	OFCL	
NAT		NC		ONCOLOGIST	ONCOL
NATIONAL	NATL	NONFERROUS	NFER	ONCOL	
NATL		NFER		OPERATING	OPG
NTL		NORTHERN	NTHRN	OP	
NATIONWIDE	NTNWD	NTHRN		OPG	
NTNWD		NORTHSIDE	NRTHSD	OPRTNG	
NATURAL	NTRL	NRTHSD		OPERATION	OPRN
NTRL		NORTHWESTERN	NWN	OP	
NATURALLY	NTRLLY	NWN		OPER	
NTRLLY		NOTION	NOT	OPN	
NAUTICAL	NTCL	NOT		OPR	
NTCL		NOVELTY	NOVLT	OPRN	
NAVAL	NVL	NOVLT		OPERATIONAL	OPRTNL
NVL		NUCLEAR	NUC	OP	
NAVEL	NVEL	NUC		OPRTNL	
NVEL		NURSE	NUR	OPERATIVE	OPTV
NAVIGATION	NVGTN	NUR		OPER	
NVGTN		NURSERY	NRSY	OPTV	
NAZARENE	NAZ	NRSY		OPERATOR	OPR
NAZ		NURS		OP	
NECESSITY	NEC	NURSING	NURSE	OPER	
NEC		NURSE		OPR	
NECKWEAR	NCKWR	NUTRITION	NUTRI	OPRTR	
NCKWR		NTRTN		OPHTHALMIC	OPHT
NEIGHBORHOOD	NGHBRHD	NUTRI		OPHT	
NGHBRHG		OBSERVATORY	OBSRVTRY	OPHTHALMOLOGIST	OPH
NEPHROLOGY	NEPH	OBSRVTRY		OPH	
NEPH		OBSTETRIC	OBST	OPPORTUNITY	OPRTNTY
		OBST		OPRTNTY	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
OPTICAL	OPTIC	OUTLET	OUTLT	PAPER	PPR
OPT		OTLT		PPR	
OPTIC		OUTL		PAPERBOARD	PPRBD
OPTICIAN	OPTCN	OUTLT		PPRBD	
OPT		OVERHEAD	OVRHD	PARADISE	PRDS
OPTCN		OVRHD		PRDS	
OPTOMETRIST	OPTOM	OVERSIGHT	OVRSGHT	PARKING	PARK
OPTOM		OVRSGHT		PARK	
ORANGE	ORNG	OWNER	OWNR	PRKG	
ORNG		ONR		PARKWAY	PKWY
ORCHARD	ORCH	OWN		PKWY	
ORCH		OWNE		PKY	
ORCHRD		OWNR		PARLOR	PRLR
ORDER	ORDR	OWR		PRLR	
ORD		PACIFIC	PAC	PARTICLEBOARD	PTLBD
ORDR		PAC		PTLBD	
ORDERING	ORDNG	PCF		PARTNER	PRTNR
ORDNG		PACKAGE	PKG	PARTN	
ORDINATOR	ORDNTR	PKG		PARTNR	
ORDNTR		PACKAGING	PKGNG	PATNR	
ORDNANCE	ORD	PACKG		PRT	
ORD		PKG		PRTNR	
ORGANIZATION	ORGN	PKGNG		PT	
ORGN		PACKER	PKR	PTNR	
ORGANIZATIONAL	ORGNL	PKR		PTR	
ORGNL		PACKING	PCKG	PARTNERSHIP	PRTNRSH
ORIENTAL	ORNTL	PCKG		PRTNRSH	
ORNTL		PKG		PARTY	PTY
ORNAMENTAL	ORNMTL	PADDING	PDG	PTY	
ORNA		PDG		PASSENGER	PSSGR
ORNMTL		PAINT	PNT	PASS	
ORTHOPEDIC	ORTHO	PNT		PASTOR	PSTR
ORTHO		PAINTER	PNTR	PST	
ORTHPD		PNTR		PSTR	
ORTHOPTIST	ORTHOPTST	PTR		PATCH	PTCH
ORTHOPTST		PAINTING	PAINT	PTCH	
OSTEOPATH	OSTEOPTH	PAINT		PATENT	PATNT
OSTEO		PNT		PAT	
OSTEOPTH		PNTG		PATNT	
OSTEOPATHIC	OSTEOPTH	PNTNG		PATHOLOGIST	PTHLGST
OSTEO		PALACE	PALC	PTHLGST	
OSTEOPTH		PALC		PATHOLOGY	PATH
OTOLOGY	OTO	PLC		PATH	
OTO		PANCAKE	PNCK	PATIO	PAT
OTORHINOLRYNGY	OTRHNLRYNGY	PNCK		PAT	
OTRHNLRYNGY		PANHANDLE	PNHDL	PATTERN	PTRN
OUTDOOR	OTDR	PNHDL		PTRN	
OTDR		PANTRY	PNTRY		
		PNTRY			

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
PAVING PAV PAVE PVG	PAVE	PETROLEUM PETRO	PETRO	PLACE PL	PL
PAWNBROKER PWNPKR	PWNBKR	PETTY PTTY	PTTY	PLAIN PLN	PLN
PAYABLE PAY PAYABL	PAYABL	PHARMACEUTICAL PHARNL PHRM	PHARML	PLANNER PLNR	PLNR
PAYMENT PYMT	PYMT	PHARMACIST PHARM PHRMST	PHRMST	PLANNING PLAN PLG PLN PLNG PLNNG	PLAN
PEDIATRIC PED PEDTRC	PEDTRC	PHARMACY PHARM PHRM PHRMCY	PHARM	PLANT PLNT PLT	PLNT
PEDIATRICIAN PED	PED	PHONE PHN	PH	PLASTERING PLST	PLST
PENNEY PNY	PNY	PHONOGRAPH PHONO	PHONO	PLASTIC PLAS PLST	PLAS
PENINSULA PEN	PEN	PHOTOGRAPH PHOTO	PHOTO	PLATING PLTG	PLTG
PENSION PNSN	PNSN	PHOTOGRAPHER PHOTOGR	PHOTOGR	PLATOON PLTN	PLTN
PENTECOSTAL PENT PENTE PNTCSTL	PENTE	PHOTOGRAPHY PHOTO	PHOTO	PLAZA PLZ	PLZ
PEOPLE PPL	PPL	PHYSICAL PHYS PHYSCL	PHYSCL	PLEASANT PLSNT	PLSNT
PERFECT PERF PRFCT	PERF	PHYSICIAN PHYS PHYSCN	PHYS	PLUMBER PLMBR	PLMBR
PERFORMANCE PERF PERFORM	PERFORM	PHYSICIST PHYS PHYST	PHYST	PLUMBING PLUMB	PLBG
PERIODICAL PERI	PERI	PIANO PNO	PNO	PLYWOOD PLYWD	PLYWD
PERIODONTIST PRDNTST	PRDNTST	PICTURE PCTR PIC	PIC	PODIATRIST PDTRST	PDTRST
PERSONAL PER PERS PRSNL	PRSNL	PIEDMONT PDMNT	PDMNT	POINT PT	PT
PERSONNEL PERS PRSNL PRSNL	PRSNL	PIONEER PNR	PNR	POLICE PLC POL	PLC
PESTICIDE PST	PST	PIZZA PZ PZA	PZ	POLICY PLCY	PLCY
		PIZZERIA PZ PZA	PZA	POLISHING POLSG	POLSG
				POLLUTION POLTN	POLTN

Common Presentation	Postal Service Standard
PORTER PRTR PTR	PRTR
POSITION PSTN	PSTN
POSTAL PSTL	PSTL
POSTMASTER PM	PM
POTTERY POT	POT
POULTRY PLTY	PLTY
POWER PWR	PWR
PRACTICAL PRAC PRACL	PRACL
PRACTICE PRAC PRCTC	PRAC
PRACTITIONER PRAC PRACTNR PRCTTNR	PRACTNR
PRAIRIE PR	PR
PRECISION PRCSN	PRCSN
PREFABRICATED PFAB	PFAB
PREFERRED PREF	PREF
PREMIER PREM	PREM
PREPARATION PREP	PREP
PREPARER PRPRR	PRPRR
PRESBYTERIAN PRES PRESBY PRSBY	PRESBY
PRESCHOOL PRSCHL	PRSCHL
PRESCRIPTION PRESCR	PRESCR
PRESERVING PRSV	PRSV

Common Presentation	Postal Service Standard
PRESIDENT PR PRES PRS	PRES
PRESS PRS	PRS
PRESSING PRSG	PRSG
PRESTIGE PRSTG	PRSTG
PREVENTION PRVNTN	PRVNTN
PRICE PRC	PRC
PRIDE PRD	PRD
PRIEST PR PRST	PRST
PRIME PRM	PRM
PRINCE PR PRNC	PRNC
PRINCIPAL PRIN PRINC PRN PRNCPL	PRIN
PRINT PRT	PRT
PRINTER PRINT PRINTR PRTR	PRINTR
PRINTING PRINT PRINTG PRNTNG	PRINTG
PRTG PTG	
PRIVATE PVT	PVT
PROCESS PRCS PROCES	PRCS

Common Presentation	Postal Service Standard
PROCESSING PRCS PRCSG PRCSNG PROC	PRCSG
PROCESSOR PRCSR	PRCSR
PROCUREMENT PRCMNT PROCU	PRCMNT
PRODUCE PROD	PROD
PRODUCER PROD PRODR	PRODR
PRODUCING PRDCNG	PRDCNG
PRODUCT PRO PROD PRODT	PRODT
PRODUCTION PRD PRDTN PROD PRODCTN PRODN PRODT	PRODN
PRODUCTIVITY PRDCTVTY	PRDCTVTY
PROFESSIONAL PRO PROF PROFL	PRO
PROFESSOR PROF	PROF
PROGRAM PRGM PROG	PRGM
PROGRAMMER PRGMR PRGRMR PROG PROGR PROGRAMER PROGRAMMR	PRGRMR
PROGRAMMING PRGMNG	PRGMNG

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
PROGRESSIVE PROG PROGS	PROGS	PSYCHOLOGY PSYC PSYCH PSYCLGY	PSYCY	QUICK QCK	QCK
PROJECT PRJ PROJ	PROJ	PUBLIC PBLC PUB	PUB	RABBI RBB	RBB
PROMOTION PROM	PROM	PUBLICATION PBLCNTN PUBL PUBLCTN	PUBLCTN	RACING RACG	RACG
PROPANE LPG PROP PRPN	PROP	PUBLISHER PBLSHR PUB PUBL PUBLR PUBLSHR	PUBLR	RADIATOR RAD RADTR	RADTR
PROPERTY PROP PRPTY	PROP	PUBLISHING PBLSHNG PUB PUBG	PBLSHNG	RADIO RDO	RDO
PROPRIETARY PROPTY	PROPTY	PUMPING PMPG	PMPG	RADIOLOGIST RAD	RAD
PROTECTION PROTCTN PROTECT PRTCTN	PROTECT	PUNCH PNCH	PNCH	RADIOLOGY RAD RADY	RADY
PROTECTIVE PRTCTV	PRTCTV	PURCHASE PUR PURCH	PURCH	RAILROAD R R RR	RR
PROTESTANT PRTSTNT	PRTSTNT	PURCHASER PUR PURCHR	PURCHR	RAILWAY RLWY	RLWY
PROVIDENCE PRVDNC	PRVDNCE PRVDNC	PURCHASING PRCHNG PURCH	PRCHNG	RAINBOW RNBW	RNBW
PROVINCE PROV PROVNC	PROVNC	QUADRANGLE QUAD	QUAD	RANCH RNCH	RNCH
PROVISION PROV PROVSN	PROVSN	QUALITY QLTY QUAL QULTY	QLTY	READABLE RDBL	RDBL
PSYCHIATRIC PSYCH PSYCHC	PSYCHC	QUANTITY QTY	QTY	READY RDY	RDY
PSYCHIATRIST PSYCH	PSYCH	QUARRY QUAR	QUAR	REALTOR RLTR	RLTR
PSYCHIATRY PSYCH PSHYCHY	PSYCHY	QUARTER QTR	QTR	REALTY RLTY	RLTY
PSYCHOLOGICAL PSYCH PSYCHL	PSYCHL	QUEEN QN	QN	REBUILDER RBLDR	RBLDR
PSYCHOLOGIST PSYC	PSYC			RECEIPT REC RECP RECPT	RECPT
				RECEIVABLE RCV	RCVBL
				RECEIVE RCV	RCV
				RECEIVED RCVD	RCVD
				RECEIVING RCVNG	RCVNG
				RECONSTRUCTIVE RECNRSTRCTV	RECNRSTRCTV

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
RECORD REC	REC	REGISTRY RGSTY	RGSTY	RESIDENT RES	RES
RECOVERY RECVY	RECVY	REGULATORY RGLTRY	RGLTRY	RSDNT	
RECREATION RCRTN REC	RCRTN	REHABILITATION REHAB	REHAB	RESORT RESRT	RESRT
RECREATIONAL RCRTNL RECRTL	RCRTNL	RELATED RLTD	RLTD	RESOURCE RES RESRC RSCE RSRC	RESRC
RECRUITER RCRTR	RCRTR	RELATION REL	REL	RESPONSIBLE RESP	RESP
RECRUITING RECRUIT	RECRUIT	RELIABLE RELI	RELI	RESTAURANT RSTRNT	RSTRNT
RECYCLING RCYCLNG RECYCLE	RECYCLE	RELOCATION RLCTN	RLCTN	RESTORATION RESTOR RSTRTN	RESTOR
REDUCTION RDCTN	RDCTN	REMEDIAL RMDL	RMDL	RETAIL RTL	RTL
REFERENCE REF	REF	REMODELING REMOD	REMOD	RETAILER RET	RET
REFINERY RFNRY	RFNRY	RMDLG		RETARDATION RTRDTN	RTRDTN
REFINING REF RFNG	RFNG	RENTAL RENT	RENT	RETIRED RET RTRD	RTRD
REFRACTORY REFR	REFR	REPAIR REPR RPR	RPR	RETIREMENT RTRMNT	RTRMNT
REFRIGERATION REFRIG RFRGRTN	REFRIG	REPORT REP REPT	REPT	RETRAINING RETRNG	RETRNG
REFRIGERATOR RFRG	RFRG	REPORTER REP REPTR	REPTR	REVEREND REV	REV
REGION REG REGN	REGN	REPRESENTATIVE REP	REP	RIDGE RDG	RDG
REGIONAL REG REGL REGNL	REGL	REPUBLIC REP REPTR	REP	RIVER RIV RIVR RVR	RIV
REGISTER REG RGSTR	REG	REPUBLICAN REPUB	REPUB	ROADWAY RDWY	RDWY
REGISTERED REG REGD	REGD	REQUIREMENT RQRMNT	RQRMNT	ROCKY RCKY	RCKY
REGISTRAR REG REGR	REGR	RESEARCH RES RSCH RSRCH	RSRCH	ROOFING ROOF ROOFG	ROOF
		RESERVE RESV	RESV	ROUND RND	RND
		RESIDENCE RSDNC	RSDNC		

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ROUTE RT RTE	RT	SCHOOL SCH SCHL	SCHL	SENSORY SNSRY	SNSRY
ROYAL RYL	RYL	SCIENCE SC SCI	SCI	SEPTIC SPTC	SPTC
ROYALTY ROY	ROY	SCIENTIFIC SCI SCNTFC	SCNTFC	SERGEANT SEGT SERGNT SG SGT	SGT
RUBBER RBR	RBR	SCIENTIST SCNTST	SCNTST	SERIAL SER	SER
RURAL RUR	RUR	SCREEN SCRN	SCRN	SERVICE SER SERV SERVIC SRV SV SVC SVCE	SVC
SADDLERY SAD	SAD	SEAFOOD SEAFD	SEAFD	SEVENTH VII 7TH	7TH
SAFETY SFTY	SFTY	SEAMAN SMN	SMN	SEWER SWR	SWR
SAINT ST	ST	SEASON SN	SN	SEWING SEW	SEW
SALES SLS	SLS	SECOND II SEC 2 2ND	2ND	SHADE SHD	SHD
SALESMAN SLSMAN SLSMN	SLSMN	SECRETARIAL SEC SECL	SECL	SHEAR SHR	SHR
SALON SLN	SLN	SECRETARY SEC SECR SECT SECTY SECY	SECY	SHEET SHT	SHT
SALOON SLN SLON	SLON	SECTION SCTN SECT	SECT	SHELL SHL	SHL
SALVAGE SALV SLVG	SLVG	SECTIONAL SECT SECTL	SECTL	SHERIFF SH SHER SHERIF	SHER
SALVATION SLVTN	SLVTN	SECURITY SCRTY SEC	SEC	SHIELD SHLD	SHLD
SANDWICH SAND SNDWCH	SNDWCH	SEMINARY SMRY	SMRY	SHIFT SHFT	SHFT
SANITARY SANI	SANI	SENATOR SEN	SEN	SHIPBUILDING SHIPBLDG	SHIPBLDG
SANITATION SANI SANITN	SANITN	SENIOR SR	SR	SHIPPING SHIPG SHPNG	SHIPG
SATELLITE SAT	SAT			SHOPPE SHP	SHP
SATISFACTION STSFCTN	STSFCTN				
SAVINGS SAV SAVE SVNGS	SVNGS				

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
SHOPPING SHOPG	SHPG	SOURCE SRC	SRC	SPRINKLER SPRINK	SPRINK
SHORE SHOR SHR	SHOR	SOUTHERN STHRN	STHRN	SQUARE SQ	SQ
SHOWCASE SHWCS	SHWCS	SOUTHSIDE STHSD	STHSD	STABLE STBL	STBL
SIDING SIDE	SIDE	SOUVENIR SUV	SUV	STAFF STAF	STAF
SILVER SLVR	SLVR	SPACE SP	SP	STAINLESS STNLS	STNLS
SILVERPLATING SILPLTG	SILPLTG	SPC		STAMP STMP	STMP
SILVERWARE SILWR	SILWR	SPECIAL SPCL	SPEC	STAMPING STAMPG	STAMPG
SISTER SIS SR	SIS	SPECIALIST SPCLST	SPCLST	STANDARD STAND	STAND
SIXTH VI 6TH	6TH	SPECIALIT		STAND STD	
SKILL SKLL	SKLL	SPECIALTY SPC	SPCLTY	START STRT	STRT
SMALL SM SML	SM	SPCLT		STATE ST	STAT
SMELTING SMELT	SMELT	SPCLTY		STAT	
SOCIAL SCL SOC	SCL	SPEC		STATION STA	STA
SOCIETY SCTY SOC	SCTY	SPECIFICATION SPCFCTN	SPCFCTN	STATN	
SOFTWARE SFTWE SFTWR SOFT	SFTWR	SPECTRUM SPECT	SPECT	STN	
SOLAR SLR	SLR	SPEED SPD	SPD	STATIONER STATNR	STATNR
SOLICITOR SOLCR	SOLCR	SPEEDOMETER SPDMTR	SPDMTR	STATIONARY STATNRY	STATNRY
SOLID SLD	SLD	SPEEDY SPDY	SPDY	STEAK STK	STK
SOLUTION SLTN	SLTN	SPONSOR SPON	SPON	STEAM STM	STM
SOUND SND	SND	SPONG SPONG	SPONG	STEEL STL	STL
		SPORT SPRT	SPRT	STEREO STER	STER
		SPT		STR	
		SPORTING SPORT	SPORT	STERLING STRLNG	STRLNG
		SPRTG		STOCK STCK	STCK
		SPTG		STOCKHOLDER STCKHLDR	STCKHLDR
		SPORTSWEAR SPORTSWR	SPORTSWR	STOCKYARD STKYD	STKYD
		SPRING SPG	SPG		
		SPNG			
		SPRNG			

Common Presentation	Postal Service Standard
STONE STN	STN
STORAGE STGE STOR STRGE	STGE
STORE STR	STR
STOREKEEPER STRKP	STRKP
STRATEGIC STRTGC	STRTGC
STREET ST STRET STRT	STRET
STRUCTURAL STRL	STRL
STRUCTURED STRCTRD	STRCTRD
STUDENT STDNT STU	STDNT
STUDIO STD	STD
STUDY STUD	STUD
STUFF STFF	STFF
STYLE STYL	STYL
STYLING STYL STYLG	STYLG
STYLIST STYL STYLST	STYLST
SUBSCRIPTION SUB SUBSC SUBSCR SUBSCRON	SUBSCR
SUBSIDIARY SUB SUBY	SUBY
SUBSTANCE SBSTNC	SBSTNC
SUBSTITUTE SUB	SUB

Common Presentation	Postal Service Standard
SUBURBAN SUB SUBN	SUBN
SUBWAY SBWY	SBWY
SUGAR SUG	SUG
SUITE STE	STE
SUMMIT SMT	SMT
SUNDRY SND SNDRY	SNDRY
SUNRISE SNRS	SNRS
SUNSET SNST	SNST
SUNSHINE SNSHN	SNSHN
SUPER SPR	SPR
SUPERINTENDENT SUPT	SUPT
SUPERIOR SPR SUP SUPER	SUPER
SUPERMARKET SPRMKT SPRMRKT	SPRMRKT
SUPERVISING SPVNG SUPVG	SUPVG
SUPERVISION SUPRVSN	SUPRVSN
SUPERVISOR SPV SPVR SPVSR SUPER SUPV SUPVR SUPVSR	SUPVSR
SUPERVISORY SUPVRY	SUPVRY

Common Presentation	Postal Service Standard
SUPPLY SPLY SUP SUPL SUPLY	SUPL
SUPPORT SPPRT SPRT	SPPRT
SUPREME SPRM	SPRM
SURFACE SRFC SURFC	SURFC
SURGEON SRGN	SRGN
SURGERY SRGRY SURG SURGY	SURG
SURGICAL SURGCL	SURGCL
SURPLUS SRPLS SURPL	SURPL
SURVEY SRVY	SRVY
SURVEYOR SURVYR	SURVYR
SUSPENSION SUSPNSN	SUSPNSN
SWEEP SWP	SWP
SWEET SWT	SWT
SYNDICATE SINDICATE	SYND
SYNTHETIC SYNT	SYNT
SYSTEM SYS SYST	SYST
TABLE TBL	TBL
TACKLE TCKL	TCKL
TAILOR TLR	TLR
TAILORING TLRG	TLRG

Common Presentation	Postal Service Standard
TANNING TAN	TAN
TAVERN TAV TRVN	TRVN
TAXIDERMY TXDRMY	TXDRMY
TEACHER TEACH	TEACH
TECHNICAL TECH TECHL	TECHL
TECHNICIAN TECH TECHN	TECHN
TECHNOLOGICAL TCHNLGCL	TCHNLGCL
TECHNOLOGIST TECH	TECH
TECHNOLOGY TCHNLGY TECH TECHLGY TECHNOL	TECHLGY
TELECOMMUNICA- TION TELCOMMN TELECOM TELECOMM	TELECOM
TELEGRAPH TELG	TELG
TELEMARKETING TELMKTG	TELMKTG
TELEPHONE PHONE TELE	TEL
TELETYPE TLTYP	TLTYP
TELEVISION T V	TV
TELEX TLX	TLX
TEMPERATURE TEMP	TEMP
TEMPLE TMPL	TMPL
TEMPORARY TEMP TEMPY	TEMPY

Common Presentation	Postal Service Standard
TENNIS TEN	TEN
TENTH X 10TH	10TH
TERMINAL TRML TRMNL	TRMNL
TERMITE TRMT	TRMT
TERRACE TER TERR	TER
TESTING TEST TSTG	TEST
TEXTILE TEX TXTL	TXTL
THEATRE THTR	THTR
THEATRICAL THEA THTRCL	THEA
THERAPIST THRPST	THRPST
THERAPY THRPY	THRPY
THING THNG	THNG
THIRD III 3 3RD	3RD
THREAD THD	THD
THRIFT THRFT	THRFT
THRIFTY THRFT THRFTY	THRFTY
THRUWAY THRWY	THRWY
TIMBER TMBR	TMBR
TITLE TITL TTL	TITL

Common Presentation	Postal Service Standard
TOBACCO TOB	TOB
TOILET TOIL	TOIL
TOTAL TTL	TTL
TOUCH TCH	TCH
TOWER TWR	TWR
TOWING TOW	TOW
TOWN TWN	TWN
TOWNE TWN TWNE	TWNE
TOWNSHIP TWNShP TWP	TWP
TRACTOR TRCTR	TRCTR
TRADE TRD	TRD
TRADESMAN TRDSMN	TRDSMN
TRADING TRADE TRDG	TRADE
TRAFFIC TRFC	TRFC
TRAIL TRL	TRL
TRAILER TRLR	TRLR
TRAINEE TRN	TRN
TRAINER TRNR	TRNR
TRAINING TRAIN TRNG	TRAIN
TRANSFER TRANSF TRANSFR	TRANSFR
TRANSFORMER TRANS TRANSFRMR	TRANSFRMR

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	
TRANSIT	TRAN	TRUST	TRST	UPHOLSTERER	UPHLR	
TRAN		TR		UPHLR		
TRNST		TRST		UPHOLSTERING	UPHLSTRNG	
TRANSMISSION	TRANS	TRUSTEE	TR	UPHLSTR		
TRANS		TR		UPHLSTRNG		
TRANSM		TRSTE		UPHOL		
TRANSMSSN		TURNPIKE		TPKE	UPHOLSTERY	UPHLSTRY
TRANSPORT	TRNSPRT	TPK	UPHL			
TRANS		TPKE	UPHLSTRY			
TRNSPRT		TYPESETTING	TYPNG	UPHOL		
TRNSPT	TYPNG	URANIUM		URNM		
TRANSPORTATION	TRNSPRTN	TYPEWRITER	TYPWRTR		URNM	
TRANSP		TYPTR		UROLOGY	URO	
TRNSP		TYPWRTR		URO		
TRNSPRTN		UNDERGRADUATE		UNDGRAD	UTILITY	UTLTY
TRNSPTN		UNDGRAD			UTLTY	
TRAVEL	TRVL	UNDERGROUND	UNDGRD	UTILIZATION	UTLZTN	
TRVL		UNDGRD		URANUM		URNM
TREASURE	TREAS	UNDERWEAR	UNDWR	VACUUM	VCM	
TREAS		UNDWR		VAC		
TREASURER	TRES	UNDERWRITER	UNDERWRTR	VCM		
TR		UNDERWRTR		VALLEY	VLV	
TREA		UNDRWRTR		VALLY		
TREAS		UNDERWRITING	UNDERWRNG	VLLY		
TRES		UNDERWRNG		VLY		
TRS		UNIFORM	UNFRM	VALUE	VAL	
TREASURY	UNF	VAL				
TRSRV	UNFRM	VARIETY		VRTY		
TREATMENT	TRTMNT	UNIF	VAR			
TRTMNT		UNION	VRTY			
TRIANGLE	TRI	UN	UN	VAULT	VLT	
TRI		UNIQUE		UNQ		VLT
TRINITY	TRNTY	UNQ	UNQ		VEGETABLE	VEG
TRNTY		UNISEX		UNSX	VEG	
TRIPLE	TRPL	UNSX	UNSX		VEHICLE	VEHIC
TRPL		UNITED		UNTD	VEHIC	
TROOPER	TRPR	UNTD	UNTD		VEHK	
TRPR		UNITED STATES		US	VENDING	VNDNG
TROPHY	TROPH	US	VEND			
TROPH		UNITED STATES OF AMERICA	USA	VNDNG		
TROPICAL	TRPCL	UNIVERSAL		UNVRSL	VENTILATING	VENT
TRPCL		UNIV	VENT			
TRUCK	TRCK	UNIVRSL	UNIVRSL	VETERAN	VETRN	
TRCK		UNIVERSITY		UNIV		VET
TRUCKING	TRCKNG	UNIV	UNIV			VETRN
TRCKG		UNLIMITED		UNLTD	VETERINARIAN	VET
TRCKNG		UNLTD	VET		VETRN	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
VETERINARY VET VETRNR	VETRNR	WARDEN WRDN	WRDN	WIRING WIRG	WIRG
VIADUCT VIA	VIA	WAREHOUSE WHSE WRHSE	WRHSE	WITNESS WTNS	WTNS
VICE V	V	WAREHOUSING WHSNG	WHSNG	WOMEN WM WMN	WMN
VICTORY VCTRY	VCTRY	WARRANT WRRNT	WRRNT	WOODWORK WOODWK	WOODWK
VIDEO VID	VID	WASHING WSHG	WSHG	WOODWORKING WDWKG WOODWKG	WOODWKG
VIKING VKG	VKG	WASTE WST	WST	WOOLEN WOOL	WOOL
VILLAGE VLG	VLG	WASTEWATER WSTWTR	WSTWTR	WORKER WKR WRKR	WRKR
VISION VSN	VSN	WATER WTR	WTR	WORKING WKG	WKG
VISITING VSTNG	VSTNG	WEBER WBR	WBR	WORKSHOP WRKSHP	WRKSHP
VISITOR VSTR	VSTR	WEIGHT WGHT WT	WGHT	WORLD WLD WRLD	WLD
VISTA VIS	VIS	WELDING WELD WLDG	WELD	WORLDWIDE WRLDWD	WRLDWD
VISUAL VIS VISL	VISL	WESTERN WSTRN	WSTRN	WRECKER WRCKR	WRCKR
VOCATION VOCN	VOCN	WESTSIDE WSTSD	WSTSD	WRECKING WRCKG	WRCKG
VOCATIONAL VOCNL	VOCNL	WHEEL WHL	WHL	WRITER WRTR	WRTR
VOLUME VOL	VOL	WHEELER WHLR	WHLR	YACHT YCHT	YCHT
VOLUNTARY VOL VOLNTRY	VOLNTRY	WHITE WHT	WHT	YELLOW YLW	YLW
VOLUNTEER VULCANIZATION VULCN	VOLNTR	WHOLESALE WHLSE WHOL	WHOL	YOGURT YGRT	YGRT
VUCANIZING VULC	VULC	WHS WHSE WHSL		YOUNG YNG	YNG
WALKWAY WLKWY	WLKWY	WHOLESALE WHSLR	WHSLR	YOUTH YTH	YTH
WALLPAPER PAPER WLPAPER WLPR	WLPAPER	WINDOW WIN WNDW	WNDW		

Appendix H

Standard Abbreviations for Spanish-Language Addresses

In many areas of the country, street names are influenced by Hispanic culture. In these areas, Spanish prefix words such as *AVENIDA*, *CALLE*, and *CAMINO* are frequently used as the first word of the street name and often combined with prepositional phrases such as *de*, *la*, *de las*, and the noun they are describing. For example, *AVENIDA DE LA ESTRELLA* and *CAMINO DE LAS VILLAS* are Hispanic words called *prefixes* because they normally occur at the beginning of the street name, while the English translation would be placed as a suffix in an address.

When the number of characters available for output on a mailpiece is restricted by the size of the label or other considerations, abbreviations and other data compression methods are frequently employed. While it is the preference of the Postal Service that all words in a mailing address appear fully spelled out, this section is intended to provide a set of standard abbreviations to be used when mailers encounter the following Spanish prefixes in the delivery address line and there is a need to compress the output to the mailpiece.

Spanish Prefix	Standardization	English Translation
AVENIDA	AVE	Avenue
CALLE	CLL	Street
CAMINITO	CMT	Little Road
CAMINO	CAM	Road
CERRADA	CER	Closed
CIRCULO	CIR	Circle
ENTRADA	ENT	Entrance
PASEO	PSO	Path
PLACITA	PLA	Little Plaza
RANCHO	RCH	Ranch
VEREDA	VER	Small Path
VISTA	VIS	View

Note: The English translation is provided for information only. Do not replace the Spanish words with the English translation!

Appendix I

Address Information Products and Services Order Form

A sample copy of the Address Information Products and Services Order Form is shown on pages 127–128.

See instructions on reverse side.

UNITED STATES POSTAL SERVICE - ADDRESS INFORMATION PRODUCTS ORDER FORM FOR MAIL ORDER USE

1. CUSTOMER NUMBER

-
-

Mail to: ACCOUNTS RECEIVABLE - AIS INFORMATION PRODUCTS
 NATIONAL CUSTOMER SUPPORT CENTER
 UNITED STATES POSTAL SERVICE
 6060 PRIMACY PKWY STE 201
 MEMPHIS TN 38188-0001

For assistance call:
 1-800-238-3150

2. SHIP TO:

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State ZIP+4 Code -

Foreign Country Name (When applicable) Foreign Postal Code

Area Code Phone Number - Industry Type Code

3. BILL TO: (Complete only if different from shipping address)

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State ZIP+4 Code -

Foreign Country Name (When applicable) Foreign Postal Code

Area Code Phone Number - Industry Type Code

4. PRODUCT ID	5. PRODUCT DESCRIPTION	6. FORMAT CODE	7. AREA(S) REQUESTED	8. QTY	9. UNIT PRICE	10. TOTAL PRICE

12. PAYMENT METHOD
 Please enclose purchase order form.

Tax ID #: _____

Purchase Order #: _____

Check Money Order
 Discover Visa MasterCard American Express Dinners Club

Card #: _____ Expiration: ____/____

Name (print): _____ Signature: _____

THANK YOU FOR YOUR ORDER.
 PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
 PLEASE ALLOW 21 DAYS FOR DELIVERY.

Make check or money order payable to
 "UNITED STATES POSTAL SERVICE".
 DO NOT SEND CASH.

Refund Policy:
 NO REFUNDS WILL BE MADE AFTER THE
 PACKAGE SEAL HAS BEEN BROKEN

11. ORDER TOTAL

FOR USPS USE ONLY

Control Number: _____

Check Number: _____

Check Amount: _____

AIS001 December 2000 (Front)

Instructions	Industrial Codes						
<p>Sections</p> <ol style="list-style-type: none"> 1. Enter your customer number if you are presently receiving any AIS products. 2. Enter information where product is to be shipped. Also enter your Industry Type Code from the table on the right. 3. Complete this section only if billing address differs from shipping address. 4. Enter the Product ID as shown in the AIS Product Catalog. 5. Enter a brief description of the product. 6. Enter the appropriate format code from the table below: <table border="0" data-bbox="409 548 1113 669"> <thead> <tr> <th>Code</th> <th>Tape Format</th> </tr> </thead> <tbody> <tr> <td>* A</td> <td>EBCDIC 38K BPI 18 track cartridge</td> </tr> <tr> <td>B</td> <td>ASCII CD-ROM (ISO 9660)</td> </tr> </tbody> </table> <p>* Z4Change binary file is available only in the formats noted above.</p> 7. Enter information only if the product you are ordering has an option for selected areas. (See AIS Product Catalog) 8. Enter the quantity or number of copies requested. 9. Enter the unit price as shown on the price insert sheet. 10. Enter the total amount for the product. 11. Enter the total amount for all products ordered. 12. Check the appropriate box and attach payment to the order form. <p>Mail to: ACCOUNTS RECEIVABLE - ADDRESS INFORMATION PRODUCTS NATIONAL CUSTOMER SUPPORT CENTER UNITED STATES POSTAL SERVICE 6060 PRIMACY PKWY STE 201 MEMPHIS TN 38188-0001 1-800-238-3150</p> <p>REFUND POLICY: NO REFUNDS WILL BE MADE AFTER PACKAGE SEAL HAS BEEN BROKEN.</p> <p>NOTE: TECHNICAL GUIDES WITH PRODUCT SPECIFICATIONS ARE AVAILABLE AT NO CHARGE.</p>	Code	Tape Format	* A	EBCDIC 38K BPI 18 track cartridge	B	ASCII CD-ROM (ISO 9660)	<p>01 AGRICULTURE PRODUCTS-CROPS 02 AGRICULTURE PRODUCTS-LIVESTOCK 07 AGRICULTURE SERVICES 08 FORESTRY 09 FISHERIES 10 METAL MINING 11 ANTHRACITE MINING 12 BITUMINOUS, LIGNITE 13 OIL, GAS EXTRACTION 14 NONMETALLIC MINERALS 15 GENERAL BUILDING CONTRACTORS 16 HEAVY CONSTRUCTION CONTRACTORS 17 SPECIALTY TRADE CONTRACTORS 19 ORDNANCE, ACCESSORY 20 FOOD, KINDRED PRODUCTS 21 TOBACCO MANUFACTURER 22 TEXTILE MILL PRODUCTS 23 APPAREL PRODUCTS 24 LUMBER, WOOD PRODUCTS 25 FURNITURE, FIXTURES 26 PAPER, ALLIED PRODUCTS 27 PRINTING, PUBLISHING 28 CHEMICALS, ALLIED PRODUCTS 29 PETROLEUM REFINING INDUSTRY 30 RUBBER AND PLASTICS 31 LEATHER PRODUCTS 32 STONE CLAY, GLASS 33 PRIMARY METAL INDUSTRY 34 FABRICATED METAL 35 MACHINERY ELECTRIC 36 ELECTRICAL EQUIPMENT 37 TRANSPORTATION EQUIPMENT 38 INSTRUMENTS 39 MISCELLANEOUS MANUFACTURING 40 RAILROAD TRANSPORTATION 41 LOCAL PASSENGER TRANSPORTATION 42 TRUCKING AND WAREHOUSING 43 UNITED STATES POSTAL SERVICE 44 WATER TRANSPORTATION 45 AIR TRANSPORTATION 46 PIPE LINES AND NATURAL GAS 47 TRANSPORTATION SERVICES 48 COMMUNICATION 49 ELECTRICAL/GAS SANITATION SVC 50 WHOLESALE TRADE-DURABLE GOODS 51 WHOLESALE TRADE-NONDURABLE GOODS 52 BLDG MTL/HARDWARE/GARDEN SUPPLY 53 GENERAL MERCHANDISE 54 FOOD STORES 55 AUTO DEALER SERVICE STATION 56 APPAREL ACCESSORY STORES 57 FURNITURE, HOME FURNISHINGS 58 EATING/DRINKING PLACES 59 MISCELLANEOUS RETAIL STORES 60 BANKING 61 CREDIT AGENCY AND BANK 62 SECURITIES/COMMODITY BROKERS SVC 63 INSURANCE CARRIERS 64 INSURANCE AGENTS, BROKERS 65 REAL ESTATE 66 COMBINED REAL ESTATE 67 HOLDING, REAL ESTATE, INVESTMENT 70 HOTELS, PRESORT LODGING 72 PERSONAL SERVICES 73 MISCELLANEOUS BUSINESS SERVICES 75 AUTO REPAIR SERVICES 76 MISCELLANEOUS REPAIR SERVICES 78 MOTION PICTURES 79 AMUSEMENT/RECREATION SERVICES 80 HEALTH SERVICES 81 LEGAL SERVICES 82 EDUCATIONAL SERVICES 83 SOCIAL SERVICES 84 MUSEUM/BOTANICAL/ZOO GARDENS 86 MEMBERSHIP ORGANIZATIONS 88 PRIVATE HOUSEHOLDS 89 MISCELLANEOUS SERVICES 91 EXEC/LEGISLATIVE/GENERAL GOVNT 92 JUSTICE PUBLIC SAFETY 93 PUBLIC FIN TAX, MONEY 95 ADM OF ENVIRONMENT AND HOUSING 96 ADM OF ECONOMIC PROGRAMS 97 NATL SECURITY INTERNAL AFFAIRS 98 POST OFFICE BOXES 99 NONCLASSIFIABLE</p>
Code	Tape Format						
* A	EBCDIC 38K BPI 18 track cartridge						
B	ASCII CD-ROM (ISO 9660)						

AIS001 December 2000 (Reverse)