Addressing Requirements
(for best possible postage rates)

DEPARTMENT MAILING NUMBER
- UPPER LEFT CORNER ONLY

200
Lane
Community College
4000 East 30th Avenue • Eugene, OR 97405-0640

POSTAGE AREA

MAILING ADDRESS
- TYPED
- ALL CAPS
- NO PUNCTUATION
- USE POSTAL ABBREVIATION FOR STATE

JOHN DOE
10398 MAIN STREET
MARTINVILLE, OR 97609-4369

USPS SCANNING ZONE
- ONLY MAILING ADDRESS SHOULD APPEAR IN SHADED ZONE
- (NO TYPE, GRAPHICS, OR STICKERS IN SHADED ZONE)

Addressing Requirements for Window Envelopes
(for best possible postage rates)

DEPARTMENT MAILING NUMBER
- UPPER LEFT CORNER ONLY

200
Lane
Community College
4000 East 30th Avenue • Eugene, OR 97405-0640

POSTAGE AREA

MAILING ADDRESS
- TYPED
- ALL CAPS
- NO PUNCTUATION
- USE POSTAL ABBREVIATION FOR STATE

JOHN DOE
10398 MAIN STREET
MARTINVILLE, OR 97609-4369

Dear Mable

DON'T DO THIS
There should be no other words, symbols, or lettering except the intended delivery address visible in the window.

USPS SCANNING ZONE
- ONLY MAILING ADDRESS SHOULD APPEAR IN WINDOW
- (NO TYPE, GRAPHICS, OR STICKERS IN SHADED ZONE)