

# Postal Addressing Standards — Contents

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Publication 28, November 2000

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# 1 Introduction

## 11 Background

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### 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

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### 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
- *FASTforward<sup>SM</sup>*
- 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

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### 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	<b>APT</b>
BUILDING	<b>BLDG</b>
FLOOR	<b>FL</b>
SUITE	<b>STE</b>
UNIT	<b>UNIT</b>
ROOM	<b>RM</b>
DEPARTMENT	<b>DEPT</b>

**Note:** See Appendix C.2 for approved designators.

**213.2 Pound Sign (#)**

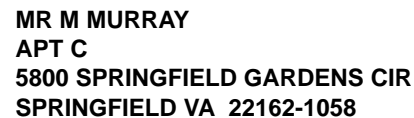
If the pound sign (#) is used, there must be a space between the pound sign and the secondary number.



**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.



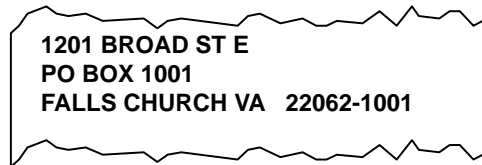
**JOHN DOE  
ABC COMPANY  
1401 MAIN ST  
FALLS CHURCH VA 22042-1441**



**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

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### 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

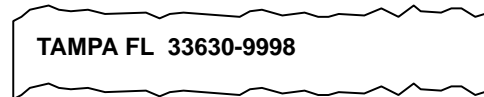
WEST STOCKBRIDGE

NEWBERRY SPRINGS

Preferred

224 **Format**

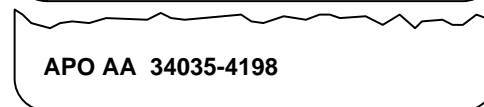
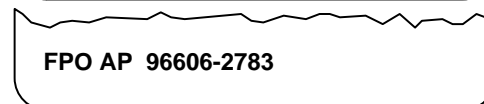
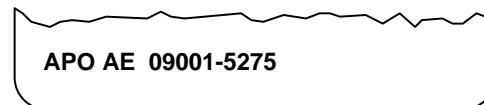
Format the Last Line with at least one space between the city name, two-character state abbreviation, and ZIP+4 code.



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

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

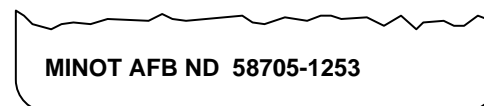
Overseas military addresses must contain the APO or FPO designation along with a two-character "state" abbreviation of *AE*, *AP*, or *AA* and the ZIP Code or ZIP+4 code.



*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.

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](http://www.usps.gov) or call 1-800-238-3150.



## 23 Delivery Address Line

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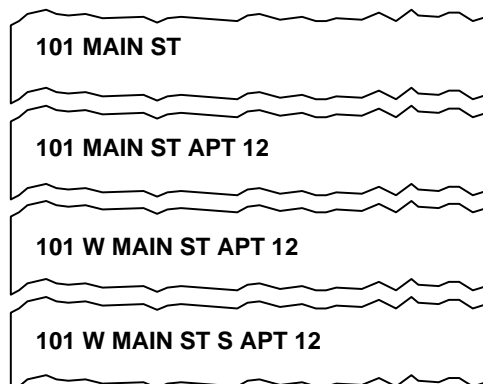
### 231 Components

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

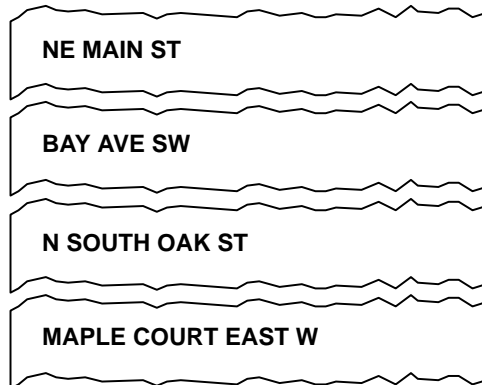
Preferred

#### 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.

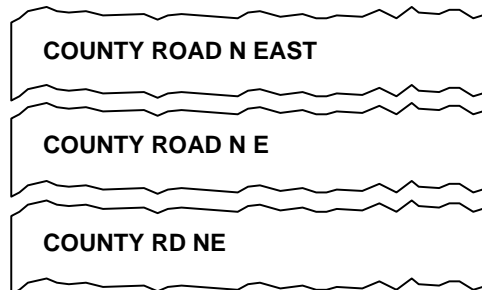


Acceptable



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.

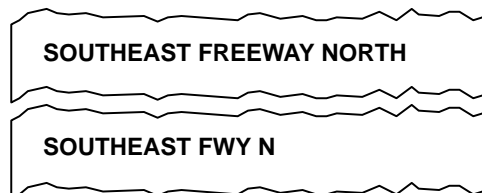


Acceptable

Preferred

Unacceptable

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

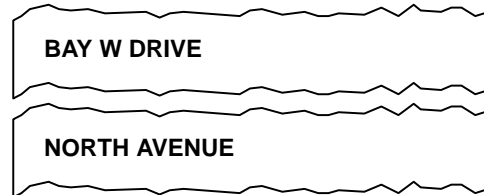


Acceptable

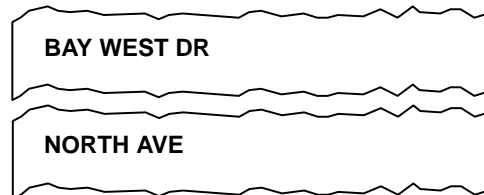
Preferred

### 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.

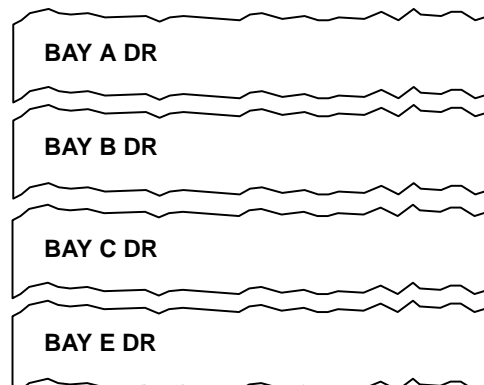


Acceptable



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.



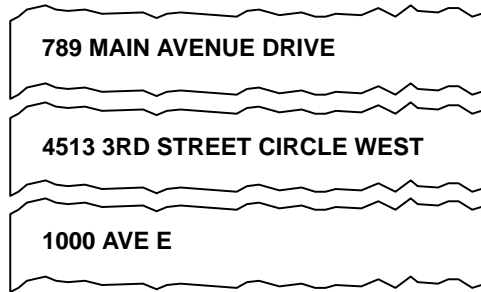
## 234 Suffixes

### 234.1 Abbreviations

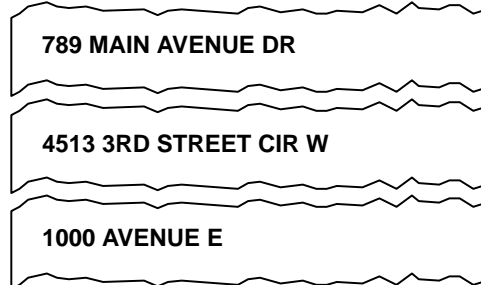
The suffix of the address should conform with the standard suffix abbreviations listed in the ZIP+4 File (see Appendix C).

### 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

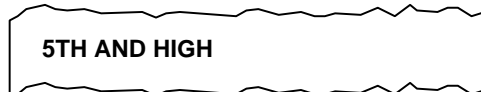
### 235 **Numeric Street Names**

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.



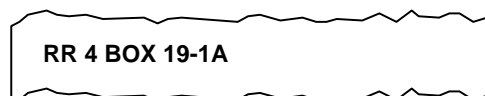
Acceptable



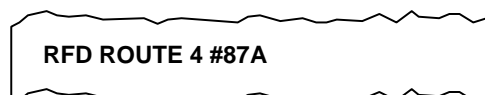
Preferred

**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

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### 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

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### 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

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### 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**

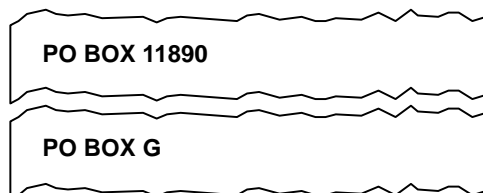
The ZIP Code or ZIP+4 code must be correctly applied for the United States Postal Service record as found in the ZIP+4 File.

## 28 Post Office Box Addresses

---

281 **Format**

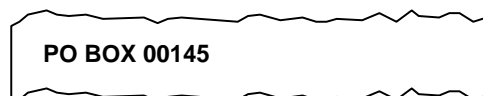
Post Office Box addresses are output as *PO BOX NN* on the mailpiece.

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

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

## 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	<b>N</b>	North	<b>N</b>
Noreste	<b>NE</b>	Northeast	<b>NE</b>
Noroeste	<b>NO</b>	Northwest	<b>NW</b>
Sur	<b>S</b>	South	<b>S</b>
Sureste	<b>SE</b>	Southeast	<b>SE</b>
Suroeste	<b>SO</b>	Southwest	<b>SW</b>
Este	<b>E</b>	East	<b>E</b>
Oeste	<b>O</b>	West	<b>W</b>

**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

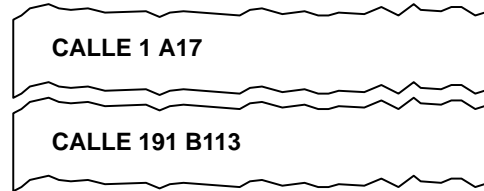
Incorrect

150 JULIO ENRIQUE VIZCARRONDO

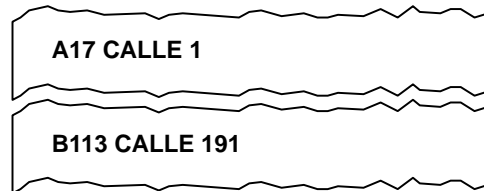
Correct

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

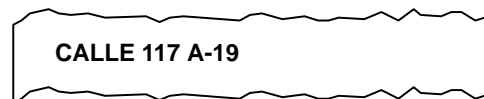


Correct

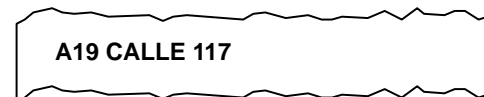
**Note:** Do not translate *CALLE* to the suffix *ST*. This translation makes the address undeliverable.

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

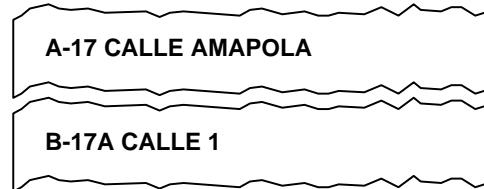


Correct

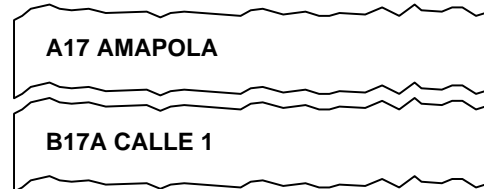
Due to the amount of numbers within a block and a house number in Puerto Rico addresses, many identifiers are used to separate address elements, including *BLOQUE*, *NUM*, *NO*, *CASA*, and *LOTE*. None of the identifiers are part of the address, and they are not in the AIS files.

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.

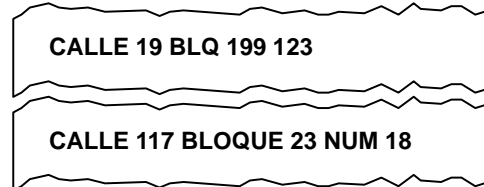


Incorrect

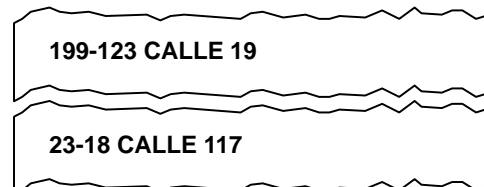


Correct

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



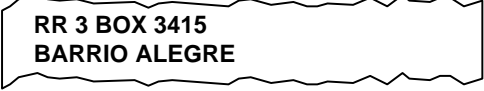
**RR 4 BOX 1725**

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

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### 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**

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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:

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**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

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\* 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:

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**Distribution and Delivery Address Information**


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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

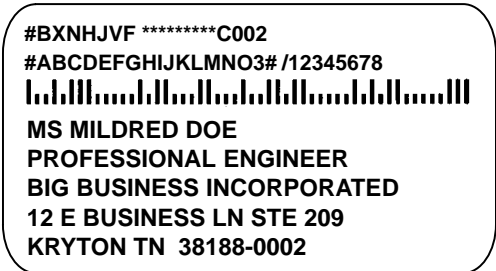
### 341 Sample Business Address Format

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

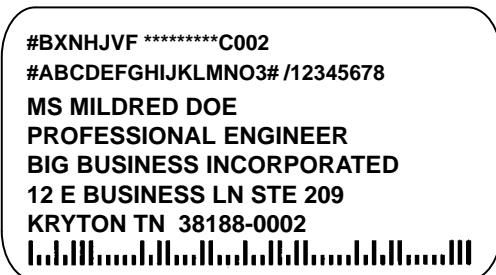
\* These lines directly affect Postal Service distribution.  
 \*\* These lines are required for some Postal Service programs.  
 \*\*\* These lines are optional for the mailer.

### 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.

<b>LONGFELLOW APPLIANCE BROKERAGE COMPANY</b>	Preferred
<b>LONGFELLOW APPLIANCE BROKERAGE CO</b>	Option #1
<b>LONGFELLOW APPLIANCE BRKRGE CO</b>	Option #2
<b>LONGFELLOW APPLNC BRKRGE CO</b>	Option #3
<b>LONGFELLOW APPLIANCE BROKERAGE COMPANY</b>	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.

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### Special Characters

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	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

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**\*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.

<b>Wrapping</b>	<b>Additional Information</b>
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

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

### 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

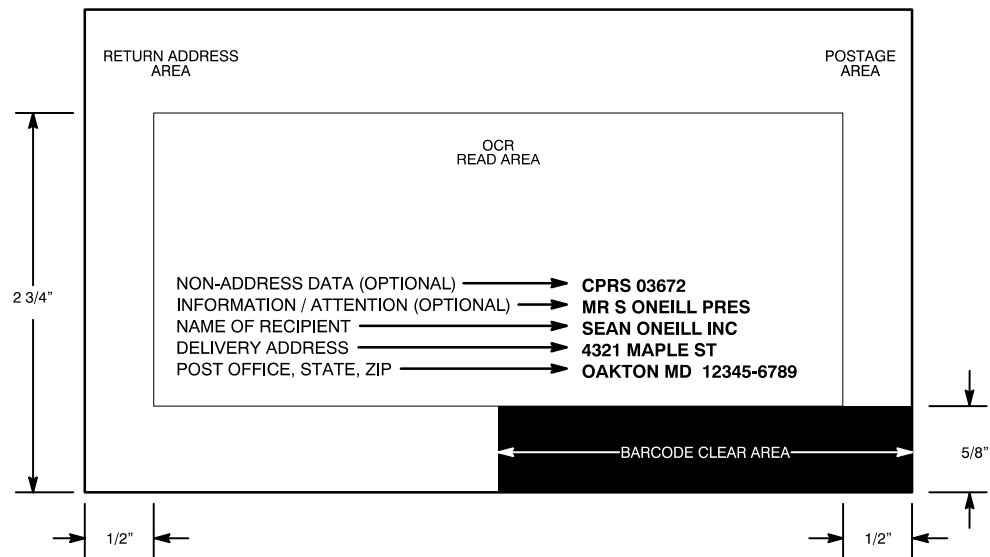
# Address Formatting

## A1 Readability

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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](http://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.)

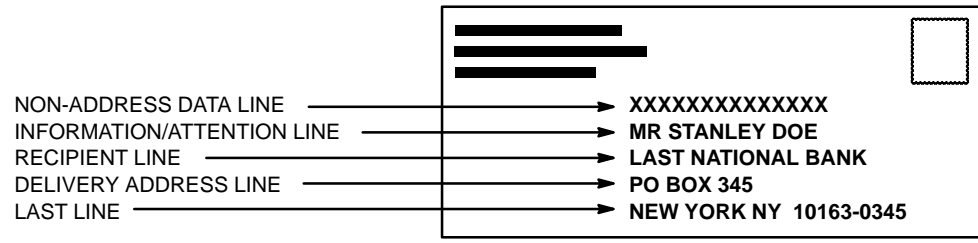
Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.

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.

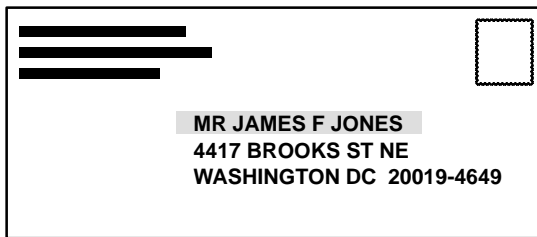
The barcode clear area, 5/8" from the bottom, and 4 3/4" from the right edge of the mailpiece (see illustration in section A1), is the area where a POSTNET barcode is preapplied or printed by an OCR.

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.

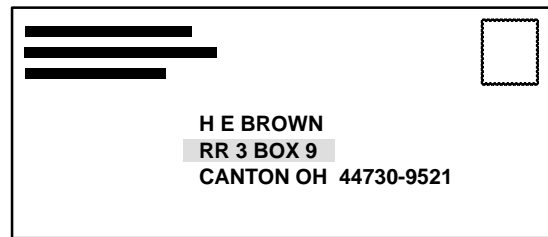
# A2 Address Types



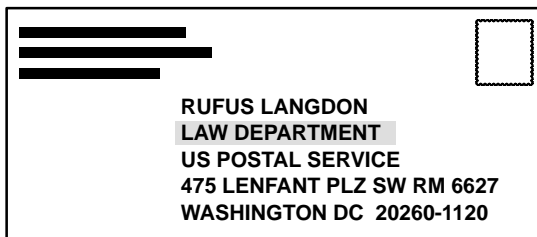
KEY



INDIVIDUAL (SEE SECTION 212)



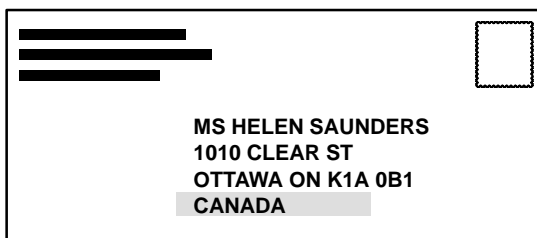
RURAL ROUTE (SEE SECTION 24)



ATTENTION LINE (SEE SECTION 214)



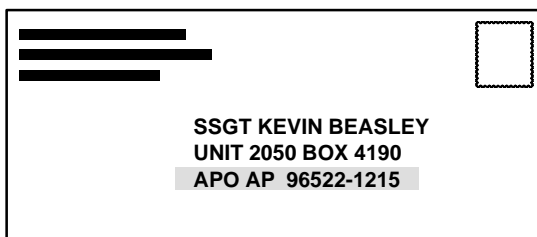
HIGHWAY CONTRACT (SEE SECTION 25)



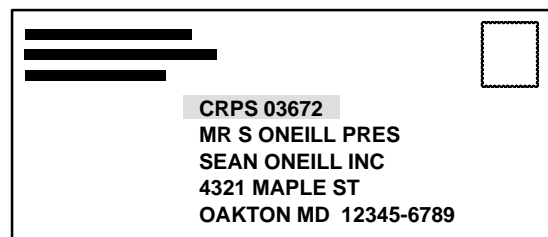
INTERNATIONAL (SEE SECTION A3)



POST OFFICE BOX (SEE SECTION 28)



MILITARY (SEE SECTION 225)



NON-ADDRESS DATA (SEE SECTION 343.3)

## A3 International Addresses

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### 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



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

### **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.

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

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

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

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

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

## 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	<b>ALY</b>
	ALLEY	
	ALLY	
	ALY	
ANNEX	ANEX	<b>ANX</b>
	ANNEX	
	ANNX	
	ANX	
ARCADE	ARC	<b>ARC</b>
	ARCADE	
AVENUE	AV	<b>AVE</b>
	AVE	
	AVEN	
	AVENU	
	AVENUE	
	AVN	
	AVNUE	
BAYOU	BAYOO	<b>BYU</b>
	BAYOU	
BEACH	BCH	<b>BCH</b>
	BEACH	
BEND	BEND	<b>BND</b>
	BND	

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

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

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

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

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

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

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

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

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



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

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

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

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

## C2 Secondary Unit Designators

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

\* 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

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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

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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

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

### D4 Fractional Addresses

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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

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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**

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

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

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

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

**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	<b>ABCS</b>	ACCOUNTANCY	<b>ACCTNCY</b>	ACTION	<b>ACTN</b>		
ABCS		ACC		ACTN			
ABOVE	<b>ABV</b>	ACCOUNTANC		ACTIVITY	<b>ACTVTY</b>		
ABV		ACCOUNTY		ACTVT			
ABRASIVE	<b>ABR</b>	ACCTNCY		ACTVTY			
ABR		ACCOUNTANT		<b>ACCNT</b>		ACTOR	<b>ACTR</b>
ABRSV		AC				ACTR	
ABROAD	<b>ABRD</b>	ACC		ACTUARY	<b>ACTRY</b>		
ABRD		ACCNT		ACTRY			
ABSOLUTE	<b>ABSLT</b>	ACCT		ACTUARIAL	<b>ACTRL</b>		
ABSLT		ACCTANT		ACTRL			
ABSTRACT	<b>ABSTRCT</b>	ACCTNT		ACTURIAL			
ABSTRCT		ACT		ACUPUNCTURE		<b>ACPNCTR</b>	
ACADEMIC	<b>ACDMC</b>	ACCOUNTING	<b>ACCTG</b>	ACPNCTR			
ACDMC		ACCTG		ADDITION		<b>ADDTN</b>	
ACADEMY	<b>ACDMY</b>	ACCTNG		ADDTN			
ACAD		ACTG		ADDRESS		<b>ADDR</b>	
ACADEM		ACCREDITED		<b>ACCRDTD</b>			ADDR
ACDMY		ACCRDTD				ACCREDITATION	<b>ACCRDTN</b>
ACCESS	<b>ACCSS</b>	ACCRDTN	ACCURACY	<b>ACCRCY</b>	ADHSV		
ACCSS		ACCURATE	ADJUSTER		<b>ADJTER</b>		
ACCESSORY	<b>ACC</b>	ACCRT		ADJ			
ACC		ACHIEVEMENT		<b>ACHVMNT</b>	ADJT		
ACCIDENT	<b>ACDNT</b>	ACHVMNT			ADJTER		
ACC		ACOUSTIC		<b>ACSTC</b>	ADJUSTMENT		<b>ADJMT</b>
ACDNT	ACSTC		ADJMT				
ACCOMPLISHMENT	<b>ACCMPLSMNT</b>		ACQUISITION	<b>ACQSTN</b>		ADJUSTOR	<b>ADJTOR</b>
ACCMPLSSMNT		ACQUIS			ADJ		
ACCOUNT	<b>ACCT</b>	ACROSS		<b>ACR</b>	ADJT		
AC		ACR	ADJTOR				
ACC		ACTING	<b>ACTNG</b>	ADJUTANT	<b>ADJT</b>		
ACCNT		ACTNG		ADJ			
ACCONT				ADJT			
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	<b>ADMN</b>	ADVERTISING AD ADV ADVERT ADVERTISIN ADVERTISNG ADVG ADVR ADVTG ADVTNG ADVTSNG	<b>ADVTSNG</b>	AGING AGNG	<b>AGNG</b>
ADMINISTRATIVE AD ADMIN ADMINI ADMINISTRATV ADMSTR	<b>ADMNSTRV</b>	ADVISER ADV ADVSER ADVSR ADVVISOR ADVVISOR	<b>ADVSR</b>	AGRICULTURAL AG AGRCLTRL AGRICULTURE AG AGRCLT AIDED AID	<b>AGRCLTL</b>  <b>AGRCLT</b>  <b>AID</b>
ADMINISTRATOR ADMIN ADMINISTR ADMINISTRA ADMINISTER ADMINSTR ADMSTR	<b>ADMNSTR</b>	ADVISORY ADV AERIAL ARL AERONAUTICAL ARNTCL	<b>ADVRY</b>  <b>ARL</b>  <b>ARNTCL</b>	AIRCRAFT AIRCRAFT AIRCRAFT	<b>ARCRFT</b>
ADMIRAL ADM	<b>ADM</b>	ADVISORY ADV AERIAL ARL AERONAUTICAL ARNTCL	<b>ADVRY</b>  <b>ARL</b>  <b>ARNTCL</b>	AIRLINE ARLN AIRMAN AMN ARMN	<b>ARLN</b>  <b>ARMN</b>
ADOPTION ADPTN	<b>ADPTN</b>	AEROSPACE ARSPC AS	<b>ARSPC</b>	AIRPORT AIRP AIRPT ARPRT ARPT	<b>ARPRT</b>
ADROIT ADRT	<b>ADRT</b>	AEROSTAT ARSTT	<b>ARSTT</b>	AIRWAY ARWY	<b>ARWY</b>
ADULT ADLT	<b>ADLT</b>	AESTHETIC ASTHTC	<b>ASTHTC</b>	ALARM ALRM	<b>ALRM</b>
ADVANCE ADVNC	<b>ADVNC</b>	AFFAIR AFFR	<b>AFFR</b>	ALCOHOLIC ALCHLC	<b>ALCHLC</b>
ADVANCED ADV ADVNC	<b>ADVNC</b>	AFFILIATE AFFLT	<b>AFFLT</b>	ALCOHOLISM ALCHLSM	<b>ALCHLSM</b>
ADVANCEMENT ADVMNT	<b>ADVMNT</b>	AFFILIATED AFFLTD	<b>AFFLTD</b>	ALDERMAN ALDM	<b>ALDM</b>
ADVENTURE ADVNTN	<b>ADVNTN</b>	AFRICAN AFRCN	<b>AFRCN</b>	ALIGNER ALGNT	<b>ALGNT</b>
ADVERTISE ADVT	<b>ADVT</b>	AGENCY AGCY	<b>AGCY</b>	ALIGNING ALGNG	<b>ALGNG</b>
ADVERTISEMENT AD ADV	<b>AD</b>	AGE AGENC AGNCY		ALIGNMENT ALGNMNT ALGNMT ALIG ALIGN ALIGNMNT ALIGNMT ALIMENT	<b>ALIGN</b>
		AGENT AGEN AGNT AGT	<b>AGNT</b>		
		AGGREGATE AGGRGT	<b>AGGRGT</b>		

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

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

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



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

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

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

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



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

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

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

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

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COMFORT CMFRT CMFT	<b>CMFRT</b>	COMMONWEALTH CMNWLTH COMMONWLTH	<b>CMNWLTH</b>	COMPOSITE COMPST	<b>COMPST</b>
COMMAND CMND COM	<b>CMND</b>	COMMUNE COMMN	<b>COMMN</b>	COMPOSITION COMP	<b>COMP</b>
COMMANDANT COM COMDT COMMDT	<b>COMDT</b>	COMMUNICATE COMM CCOMMNCTE COMMUNICAT	<b>COMMUN</b>	COMPOUNDING COMPNDNG	<b>COMPNDNG</b>
COMMANDER CDR CMDR COM COMM COMMDR	<b>CMDR</b>	COMMUNICATION COMM COMMCTN COMMUN COMMUNICATI COMMUNICTN	<b>COMMCTN</b>	COMPREHENSIVE CMPRHNSV	<b>CMPRHNSV</b>
COMMANDING COMDG	<b>COMDG</b>	COMMUNIQUE COMMNQ	<b>COMMNQ</b>	COMPRESS COMPRSS	<b>COMPRSS</b>
COMMENCEMENT COMMNCMNT	<b>COMMNCMNT</b>	COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	COMPRESSOR CMPSR	<b>CMPSR</b>
COMMERCE CMMRC COMM COMMERC COMMRCE	<b>COMMRCE</b>	COMMUNIQUE COMMNQ	<b>COMMNQ</b>	COMPTABLE COMPTBLE	<b>COMPTBLE</b>
COMMERCIAL CMRCL COMRCL	<b>COMRCL</b>	COMMUNIQUE COMMNQ	<b>COMMNQ</b>	COMPTROLLER CMPTRLR	<b>COMPTLR</b>
COMMISSARY COMSY	<b>COMSY</b>	COMMUNIQUE COMMNQ	<b>COMMNQ</b>	COMP COMPT COMPTLR COMPTLR COMPTRLR COMPTROLL	
COMMISSION COMM COMMISSN	<b>COMM</b>	COMMUNIQUE COMMNQ	<b>COMMNQ</b>	COMPUTER CMP CMPTR	<b>CMPTR</b>
COMMISSIONER COMMR	<b>COMMR</b>	COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	COM COMP COMPTR COMPU	
COMMITTEE CMMTE COM COMITE COMM	<b>CMMTE</b>	COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	COMPUTERIZED COMPTRZD	<b>COMPTRZD</b>
COMMODITY COM	<b>COM</b>	COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	COMPUTING CMPTG	<b>CMPTG</b>
COMMODORE COMD COMO	<b>COMD</b>	COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONCENTRATE CON	<b>CONCNRTR</b>
COMMON COMMN	<b>COMMN</b>	COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONCENTRT CONCEPT CNCPT	<b>CNCPT</b>
		COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONCESSION CONCSSN	<b>CONCSSN</b>
		COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONCOURSE CONCRS	<b>CONCRS</b>
		COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONCRETE CON	<b>CONCRT</b>
		COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONCRET CONCRT	
		COMMUNITY CMMNTY CMNTY	<b>CMNTY</b>	CONDITIONING CNDNTNG COND	<b>COND</b>

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

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CONTROLLER	<b>CNTRLLR</b>	COOPERATIVE	<b>COOPRTV</b>	COSMETIC	<b>CSMTC</b>	
CNTRLR		CO OP		COSMT		
CNTR		COOP		CSMTC		
CNTRL		COOPRTV	COORDINANT	<b>COORD</b>	COSMETOLOGIST	<b>CSMTLGST</b>
CNTRLLR		COORD	COS			
CNTRLR		COORDINATE	<b>COORDNT</b>	CSMTLGST	COTTAGE	<b>CTG</b>
CONTLR		COORDNT		COTG		
CONTR		COORDINATOR	<b>COORDNTR</b>	COTTON	<b>COT</b>	
CONTRLLR		COOR		COT		
CONTRLR		COORD		COUNCIL	<b>CNCL</b>	
CONTROLER		COORDNTR		CL		
CONTROLL		COPIER	CNCL			
CONTROLLE		<b>COPR</b>	COPR	COUNCI		
CONTROLLR			COPPER	<b>COP</b>	COUNCILING	<b>CNCLNG</b>
CTL		COP	COUNSEL		<b>CNSL</b>	
CTLR		CORNER	<b>CORN</b>	CNSL		
CTRLR		COR		COL		
CONVALESCENT		<b>CONVAL</b>	CORN	COUNSELING	<b>CNSLNG</b>	
CONV			CORNR	COUNSELLOR		<b>CNSLLR</b>
CONVALESCEN		<b>CONV</b>	CORONER	<b>COR</b>	CNSLR	
CONVENIENCE	CONV		CORP		COUNSELOR	
CONV	<b>CONVNT</b>	CORPORAL	<b>CORPL</b>	CNSLR		
CONVENIENT		CONVNT		CORP	COUNT	<b>CNT</b>
CONVNT		CONVNT		CORPL	CNT	
CONVENT	<b>CNVNT</b>	CPL	<b>CORPRT</b>	COUNTER	<b>CNTR</b>	
CNVNT		CORPORATE		CORP		COUNTRY
CONVNT	<b>CNVNTN</b>	CORP		<b>CORP</b>	CNTRY	<b>CNTRY</b>
CONVENTION		CORPORT	CORPORATIN			
CNVNTN		CORPRT	CORPORATIO			
CONVERSE	<b>CONVRS</b>	CRP	<b>CRRCT</b>	COUNTRYSIDE	<b>CNTRYSD</b>	
CONVRS		CORPORATION		CRRCT		CNTRYSD
CONVERSION	<b>CNVRSN</b>	CORP	<b>CRRCTN</b>	COUNTY	<b>CNTY</b>	
CNVRSN		CORPORATIN		CRRCTN		CNTY
CONVERTER	<b>CONVRTR</b>	CORPORATIO	<b>CRRCTNL</b>	CO		
CONVRTR		CORRECT		CORCTNL	CTY	
CONVERTIBLE	<b>CONVRTBL</b>	CRRCT		<b>CORR</b>	COUPE	<b>CP</b>
CONVRTBL		CORRECTION	CORR		CP	
CONVEYOR	<b>CONVYR</b>	CRRCTN	<b>CORRSPNDNT</b>	COURIER	<b>COUR</b>	
CONVYR		CORRECTIONAL		COR		
COOKED	<b>CKD</b>	CORCTNL		<b>CORR</b>		COUR
CKD		CRRCTNL	CORR		COURSE	<b>CRS</b>
COOKIE	<b>CK</b>	CORRESPONDENCE	<b>CORRGTD</b>	CRS		
CK		CORRESPONDENT		CORRSPNDNT	CRSE	
COOLING	<b>COOL</b>	COR		<b>CORRGTD</b>		
COOL		CORR				
COOLG		COOPERATE	COOP			
COOP	COOP	COOP				



Common Presentation	Postal Service Standard
COURT CRT CT	<b>CT</b>
COURTESY CRTSY	<b>CRTSY</b>
COVENANT CVNNT	<b>CVNNT</b>
COVERING COVER CVG CVRNG	<b>COVER</b>
COWBOY CWBY	<b>CWBY</b>
CRAFT CFT CRFT	<b>CRFT</b>
CRAFTER CFTR	<b>CFTR</b>
CRAFTSMAN CFT	<b>CFT</b>
CRAFTSMEN CFTMN	<b>CFTMN</b>
CRANBERRY CRNBRRY	<b>CRNBRRY</b>
CRANE CRN	<b>CRN</b>
CRANKSHAFT CRNKSHFT	<b>CRNKSHFT</b>
CRAZY CRZY	<b>CRZY</b>
CREAM CRM	<b>CRM</b>
CREAMERY CRMRY	<b>CRMRY</b>
CREATION CREAT	<b>CREAT</b>
CREATIVE CREAT CREATV CRTVE	<b>CREATV</b>
CREDIT CRDT CRED	<b>CRDT</b>
CREEK CRK	<b>CRK</b>
CREMATORY CRMTRY	<b>CRMTRY</b>
CREPE CRP	<b>CRP</b>

Common Presentation	Postal Service Standard
CRESCENT CRES	<b>CRES</b>
CREST CRST	<b>CREST</b>
CRIMINAL CRMNL	<b>CRMNL</b>
CROCKERY CKRY CRK	<b>CKRY</b>
CROSS CR	<b>CR</b>
CROSSING CRSSNG	<b>XING</b>
CROSSROAD CROSSRD XRD XROAD	<b>XROAD</b>
CROWN CRN CRWN	<b>CRWN</b>
CRUISE CRS CRUS	<b>CRUS</b>
CRUSADE CRSD	<b>CRSD</b>
CRUSADER CRSDR	<b>CRSDR</b>
CRUST CRST	<b>CRUST</b>
CRYOGENIC CRYGNC	<b>CRYGNC</b>
CRYSTAL CRYSTL	<b>CRYSTL</b>
CUISINE CSN	<b>CSN</b>
CULTURAL CLTRL	<b>CLTRL</b>
CUPBOARD CPBRD	<b>CPBRD</b>
CURATOR CUR	<b>CUR</b>
CURRICULUM CURR	<b>CURR</b>
CURTAIN CRTN	<b>CRTN</b>
CUSTODIAN CUST CUSTDN	<b>CUSTDN</b>

Common Presentation	Postal Service Standard
CUSTOM CSTM CUST	<b>CSTM</b>
CUSTOMER CUST	<b>CUST</b>
CUTLERY CUTLY	<b>CUTLY</b>
CUTTING CUT CUTING	<b>CUT</b>
CYBERNETIC CYBRNTC	<b>CYBRNTC</b>
CYCLE CYCL	<b>CYCL</b>
DAILY DLY	<b>DLY</b>
DAIRY DAR DRY	<b>DRY</b>
DAME DM	<b>DM</b>
DANCE DNC	<b>DNC</b>
DATABASE DB	<b>DB</b>
DATZUN DTZN	<b>DTZN</b>
DAUGHTER DGHTR	<b>DGHTR</b>
DEACON DCN	<b>DCN</b>
DEALER DLR	<b>DLR</b>
DEALING DLG	<b>DLG</b>
DECAL DEC	<b>DEC</b>
DECISION DCSN	<b>DCSN</b>
DECOR DCR	<b>DCR</b>
DECORATING DCRTNG DCTG DECOR	<b>DECOR</b>
DECORATION DCTN	<b>DCTN</b>

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

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

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

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

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

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

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

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

Common Presentation	Postal Service Standard
FOOTBALL FTBLL	<b>FTBLL</b>
FOOTWEAR FTWR	<b>FTWR</b>
FORCE FOR FRC	<b>FRC</b>
FORECASTING FRCSTNG	<b>FRCSTNG</b>
FOREIGN FGN FRGN	<b>FRGN</b>
FOREMAN FORMN FRMN	<b>FORMN</b>
FORESIGHT FORSGHT	<b>FORSGHT</b>
FOREST FRST	<b>FRST</b>
FORESTRY FOR FRSTRY	<b>FOR</b>
FOREVER FORVR	<b>FORVR</b>
FORGING FRG	<b>FRG</b>
FORGOING FRGNG	<b>FORGNG</b>
FORKLIFT FRKLFT	<b>FRKLFT</b>
FORMAL FRML	<b>FRML</b>
FORMATION FRMTN	<b>FRMTN</b>
FORTUNE FRTN	<b>FRTN</b>
FORUM FRM FRUM	<b>FRUM</b>
FORWARDING FWDG	<b>FWDG</b>
FOSTER FSTR	<b>FSTR</b>
FOUND FND	<b>FND</b>
FOUNDATION FDN FNDTN FOUNDTN	<b>FNDTN</b>

Common Presentation	Postal Service Standard
FOUNDRY FDRY FNDRY	<b>FNDRY</b>
FOUNTAIN FTN	<b>FTN</b>
FOURGON FORGN	<b>FORGN</b>
FOURTEENTH XIV 14 14TH	<b>14TH</b>
FOURTH IV 4 4TH	<b>4TH</b>
FRAGRANCE FRGRNC	<b>FRGRNC</b>
FRAME FRAM	<b>FRAM</b>
FRAMEWORK FRMWRK	<b>FRMWRK</b>
FRAMING FRAMG	<b>FRAMG</b>
FRANCHISE FRNCHS	<b>FRNCHS</b>
FRANCHISING FRANCSNG	<b>FRNCHSNG</b>
FRATERNAL FRTRNL	<b>FRTRNL</b>
FRATERNITY FRTRNTY	<b>FRTRNTY</b>
FREEWAY FRWY FWY	<b>FWY</b>
FREEZE FREZ FRZ	<b>FREZ</b>
FREEZER FRZR	<b>FRZR</b>
FREIGHT FRGHT FRGT FRT	<b>FRGHT</b>
FRENCH FRNCH	<b>FRNCH</b>
FRESH FRSH	<b>FRSH</b>
FRIARY FRY	<b>FRY</b>

Common Presentation	Postal Service Standard
FRICTION FRCTN	<b>FRCTN</b>
FRIED FRD	<b>FRD</b>
FRIEND FRND	<b>FRND</b>
FRIENDLY FRNDLY	<b>FRNDLY</b>
FRONTIER FRNTR	<b>FRNTR</b>
FROZEN FRZ FRZN	<b>FRZ</b>
FRUIT FRT	<b>FRT</b>
FUNCTIONAL FUNCTL	<b>FUNCTL</b>
FUNCTIONARY FUNCTRY	<b>FUNCTRY</b>
FUNDAMENTALIST FNDMNTLST	<b>FNDMNTLST</b>
FUNDING FNDNG	<b>FNDNG</b>
FUNERAL FNRL	<b>FNRL</b>
FURNACE FRNC FURN	<b>FRNC</b>
FURNISHING FURN FURNG	<b>FURNG</b>
FURNITURE FURN	<b>FURN</b>
FURRIER FUR	<b>FUR</b>
FUSIL FUSL	<b>FUSL</b>
FUSION FUSN	<b>FUSN</b>
GALAXY GALXY	<b>GALXY</b>
GALLERY GLLRY	<b>GLLRY</b>
GALVANIZING GLVNZNG	<b>GLVNZNG</b>
GARAGE GAR GRGE	<b>GRGE</b>



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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

## 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	<b>AVE</b>	Avenue
CALLE	<b>CLL</b>	Street
CAMINITO	<b>CMT</b>	Little Road
CAMINO	<b>CAM</b>	Road
CERRADA	<b>CER</b>	Closed
CIRCULO	<b>CIR</b>	Circle
ENTRADA	<b>ENT</b>	Entrance
PASEO	<b>PSO</b>	Path
PLACITA	<b>PLA</b>	Little Plaza
RANCHO	<b>RCH</b>	Ranch
VEREDA	<b>VER</b>	Small Path
VISTA	<b>VIS</b>	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><b>Sections</b></p> <ol style="list-style-type: none"> <li>1. Enter your customer number if you are presently receiving any AIS products.</li> <li>2. Enter information where product is to be shipped. Also enter your Industry Type Code from the table on the right.</li> <li>3. Complete this section only if billing address differs from shipping address.</li> <li>4. Enter the Product ID as shown in the AIS Product Catalog.</li> <li>5. Enter a brief description of the product.</li> <li>6. Enter the appropriate format code from the table below:           <table border="0" data-bbox="399 544 1113 673"> <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> </li> <li>7. Enter information only if the product you are ordering has an option for selected areas. (See AIS Product Catalog)</li> <li>8. Enter the quantity or number of copies requested.</li> <li>9. Enter the unit price as shown on the price insert sheet.</li> <li>10. Enter the total amount for the product.</li> <li>11. Enter the total amount for all products ordered.</li> <li>12. Check the appropriate box and attach payment to the order form.</li> </ol> <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><b>REFUND POLICY: NO REFUNDS WILL BE MADE AFTER PACKAGE SEAL HAS BEEN BROKEN.</b></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)