

New Flat Addressing Requirements Effective March 29, 2009

Effective March 29, 2009, new address placement and formatting requirements adopted by the US Postal Service® were implemented for Periodicals, Standard Mail®, BouPrinted Matter, Media Mail®, and Library Mail flat size pieces sent at automation, presorted, or carrier route prices. USPS® also adopts related revisions for automation and presorted First-Class Mail® flats. New requirements were published in the Federal Register May 7, 2008. Visit OSU's Receiving and Mail Services website at <http://receivingandmail.osu.edu> to learn more.

New placement standards:

- Required address to be in upper or "top" portion of mailpiece.
- Address may be parallel or perpendicular to the top edge, but not upside down.
- As close to top edge as possible with 1/8" clearance from edge.
- 8-point type; or 6-point in all caps if mailpiece has a POSTNET or IM barcode.
- Requirements DO NOT APPLY to Flats processed as FIRST CLASS MAIL.

New Address Requirements for Automation, Presorted, and Carrier Route Flat-Size Mail

Unenclosed Flat Addressing Example

