



Important Notes on 9"x12" Envelope Layout:

Customers must provide electronic mailing list to be updated for MOVE Update compliance. We will process your list, print labels and return them to you to be affixed.

1. Use **Black Ink**, preferably in **12pt Arial** font.
2. No script or fancy fonts.
3. Allow **adequate space** between address and edge of window or label.
4. **Use Even Spacing**: All lines should be single spaced consistently with no blank lines.
5. **Post Office reads address from bottom up**:
 - Line 1 - City, State and Zip (These should all appear on the same line.)
 - Line 2 - Actual Mailing Address
 - If both PO BOX and Street Address appear in Address Block, this should be the PO BOX.
 - Line 3 - Suite or Apt if separate from other address info.
 - Suite or Apt CANNOT appear below Street Address.**
 - Line 4 - Company
 - Line 5 - Person's Name
6. No information other than address should appear in address block.
7. Labels/address block **should not be skewed**.
8. **Address block should appear in the UPPER HALF of the envelope as shown in diagram below.**

NOT SHOWN TO SCALE

