ADDRESS PRESENTATION STANDARDS

X

Orbit Travel co
Manager
Mr CR MacDonald
Level 7
Travel World House
17 Jones St Nth Sydney
NSW 2060

Mr C.R. MacDonald AO
Manager
Orbit Travel Co
Travel World House
Level 7   17 Jones St
NORTH SYDNEY   NSW   2060

✓

efficiency

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INTRODUCTION

Currently OCR's used by Australia Post read the placename, State, postcode and other keywords from machine-addressed letters, and only the postcode from hand-addressed letters that has the postcode printed in the Postcode Squares. So until now Australia Post has essentially concentrated on encouraging the correct formatting of the last line of the address.

Australia Post is now introducing advanced letter sorting equipment which incorporates new multi-line OCRs (MLOCR). These new machines are able to read full address information, which will allow letters to be sorted to a finer level. To enable the MLOCRs to perform at high levels of efficiency, all lines of the address should be formatted correctly and in a consistant manner.

The following standard outlines the correct format for addresses to be presented on letters, or the way in which address information is placed on envelopes. The standard has been based on two address data storage standards:

🖹 Australian Standard AS4212-1994 - "Geographic Information Systems - Data dictionary for transfer of street addressing information"; and,

🖹 Australian Standard AS4590-1999 "Interchange of Client Information".

All abbreviations used in this document are based on Australian Standard AS4590-1999. The Address Presentation Standards do not contain a complete list of abbreviations, only those commonly used. For a more extensive list of abbreviations please refer to the Australian Standards document.

These presentation standards should be read in conjunction with Australia Post's Correct Addressing Guidelines and Australia Post's Customer Barcoding specification (Specification Number 203-4-State Barcodes).

Whilst these standards have been specifically developed for the machine addressing of small letters it is recommended that they apply to all categories of mail, including hand addressing mail items.

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Generally, the MLOCR can read most typed and printed upper and lower case letters and numerals, provided that the type is clear and sharp and the characters do not touch or overlap.

Australia Post prefers upper case printing to be used.

Black print is preferred, however dark colours are acceptable.

All lines of the address must be left justified.

Size.

Individual characters should have a minimum height of 1.8mm and a maximum height of 7.0mm, however ideally the print characters should be between 2.0mm and 4.0mm. The width of each character should be no less than 0.3mm and no more than 7.0mm.

Consistency of Character Size.

Each line of the address should contain characters of the same size and typeface.

Gaps between Characters.

There should be a clear gap of at least 0.3mm between characters. Character density or pitch of 10,11,12 or 14 characters per inch is preferred. Bolding of characters can sometimes cause characters to touch and therefore this procedure is not recommended when addressing.

Gaps between Lines.

Gaps between lines should be uniform between all address block lines, with a minimum between successive lines of 1.0mm and a maximum of 2.5mm.

Length of Lines.

A maximum of 40 characters in any line in the address, including spaces between words, is acceptable, i.e. lines must not contain more than 40 characters.

Print Font.

Australia Post prefers addresses to be printed in a fixed pitch font, for example Courier (12 point, 10 pitch) or OCR (B). However, if proportional fonts are used, for example, Helvetica, the print characters must not touch or overlap.

Punctuation in Address.

Punctuation in the address proper should be avoided. Punctuation in the "name line" and the use of - and / to separate defined address elements is acceptable.

Correct Addressing.

For specific information on correct addressing, including colours, envelope requirements, window panel requirements, hand-addressing requirements etc., please refer to Australia Post Correct Addressing Guidelines and the appropriate section of the Letter Post and Electronic Mail Post Guide.

Customer Barcoding.

For specific requirements on printing customer barcodes on letters please refer to Australia Post Specification 203, titled 4-State Barcodes.

The following Address Presentation Standards are provided in the order that such address elements should appear on letters.

The sub-heading "Usage" after each standard depicts a sample address increasing, with each particular address element being added. The particular address element has been highlighted in red.

1. Addressee reference number/type

Definition:

An organisation or company may allocate a reference number to identify a particular addressee or subject matter. This information is usually depicted in alpha or numeric format, or a mixture of both.

Requirement:

As this information is not considered part of an address its use is optional.

Position within Address:

This data does not form part of address information, however, if a reference number is required to appear with address data it should be located as the first item on the top line, and must be left justified.

Format/Presentation:

Can be printed in either upper or lower case, or a mixture of both.

Examples:

1234567890
DS46789A

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2. Person title

Definition:

A descriptor used before a persons name or title, usually depicted in abbreviated form.

Requirement:

Considered a preferred element of an address.

Position within Address:

The Person Title is the first item, positioned before the Given Name, located on the top line or "Attention" line in an address. The "Attention" line of an address is normally located above the last two lines of the address. See example on Page 29.

Format/Presentation:

Ideally printed in upper case, however upper case for the first character and lower case for subsequent characters, is acceptable.

It is recommended that this element be abbreviated.

Abbreviations:

Person Title	Abbreviation
Doctor	DR
Honourable	HON
Mister	Mr
Reverend	Rev

Usage:

```
1234567890                  1234567890
MR C.R. MACDONALD            Mr C.R. MacDonald
```

3. Given name

Definition:

A name given to the addressee also referred to as Christian name or first name. This information is usually depicted by initials, however this is not a requirement.

Requirement:

Considered an essential element of an address.

Position within Address:

The Given Name is positioned after the Person Title, located on the top line or "Attention" line in an address.

Format/Presentation:

If initial/s are used they should be printed in upper case. Full stops can be used to separate initials, if required. If the full name is used it should ideally be printed in upper case, however upper case for the first character, and lower case for subsequent characters in the name is acceptable. It is also acceptable to mix a given name in full with initials, i.e. Robert J.

Examples:

CHRISTOPHER ROBERT
Chris
Mary-Anne
Robert J.
A B
C.R.
C

Usage:

1234567890
MR C.R. MACDONALD

1234567890
Mr C.R. MacDonald

4. Family name

Definition:

The family name of the addressee also referred to as last name and surname. This information should not be abbreviated, unless the abbreviation is based on common acceptance.

Requirement:

Considered an essential element of an address.

Position within Address:

The Family Name is positioned after the Given Name, located on the top line or "Attention" line in an address.

Format/Presentation:

Ideally printed in upper case, however upper case for the first character and lower case for subsequent characters in each name, is acceptable. Dual family names should be separated by a hyphen (-).

Examples:

MacDonald
Smith
O'CALLAGHAN
de Lucy
Watson-Jones

Usage:

```
1234567890              1234567890
MR C.R. MACDONALD       Mr C.R. MacDonald
```

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5. Orders, decorations and distinctions.

Definition:

Honours, awards, qualifications and other identifiers conferred on the addressee.

Requirement:

Considered an optional element in an address.

Position within Address:

Orders, Decorations and Distinctions are positioned after the Family Name, located on the top line or "Attention" line of an address.

Format/Presentation:

Printed in upper case, however upper case for the first character, and lower case for subsequent characters of each word, based on common usage, is acceptable.

It is recommended that this element be abbreviated.

Abbreviations:

Order, Decoration or Distinction	Abbrev
Bachelor of Arts	BA
Member of Parliament	MP
Member of the Institution of Engineers, Australia	MIEAust
Officer of the Order of Australia	AO

Usage:

```
1234567890                      1234567890
MR C.R. MACDONALD AO            Mr C.R. MacDonald AO
```

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6. Job/function title

Definition:

A direction to a nominated person, position or section in an organisation. It can also be used to indicate the addressee's job or function. Usually expressed in full, however can be depicted in an abbreviated form.

Requirement:

Considered an optional element of an address, when used with addressees name. If no name is used in address, this element would be deemed as essential.

Position within Address:

The Job Function Title is positioned on a separate line, generally located on the top line or "Attention" line in an address. However, on occasions where the addressee's name is used, it should be located on the line below the addressees name.

Format/Presentation:

Ideally printed in upper case, however upper case for the first character and lower case for subsequent characters of each word, is acceptable.

Examples:

MANAGING DIRECTOR
Sales Manager
CEO
Manager
FINANCE DEPARTMENT

Usage:

```
1234567890                    1234567890
MR C.R. MACDONALD AO          Mr C.R. MacDonald AO
MANAGER                       Manager
```

7. Organisation name

Definition:

Full name of the organisation/firm/company/trading name as normally recognised or traded under. Abbreviations can be used but should be based on common usage/acceptance.

Requirement:

Considered an essential element of an address, in circumstances where mail is addressed to a company.

Position within Address:

The Organisation Name is positioned on a separate line, located on the top line of an address. It also can be positioned under the addressees name or Job Function Title.

Format/Presentation:

Ideally printed in upper case, however upper case for the first character and lower case for subsequent characters of each word, is acceptable.

It is recommended that the Organisation Name type be abbreviated as per the table set out below.

Abbreviations:

Organisation Name	Abbrev	Organisation Name	Abbrev
Company	CO	No Liability	NL
Incorporated	Inc	Proprietary	Pty
Limited	LTD	Proprietary Limited	Pty Ltd

Examples:

ORBIT TRAVEL CO
She Boutique Inc
BHP Rail Products Pty Ltd

Usage:

```
1234567890                    1234567890
MR C.R. MACDONALD AO          Mr C.R. MacDonald AO
MANAGER                       Manager
ORBIT TRAVEL CO               Orbit Travel Co
```

Definition:

The full name used to identify the physical building or property. Usually this information is not abbreviated. Should include any reference to a wing or other components of a building complex, if applicable.

Requirement:

Considered an optional element of an address, however in certain circumstances may be considered an essential requirement, if other elements are missing i.e. a thoroughfare number, or thoroughfare name, etc.

Position within Address:

The Building/Property Name is positioned on a separate line, usually located below the Organisation Name.

Format/Presentation:

Ideally this information is printed in upper case, however, upper case for the first character and lower case for subsequently characters in the Property Name, is acceptable. One or two spaces should be left between components, with a preference for two spaces, i.e. North Wing (two spaces) Treasury Building.

Examples:

NORTH WING TREASURY BUILDING
Travel World House
Medical Suites Louis Pasteur Complex
BRINDABELLA

Usage:

```
1234567890              1234567890
MR C.R. MACDONALD AO     Mr C.R. MacDonald AO
MANAGER                  Manager
ORBIT TRAVEL CO          Orbit Travel Co
TRAVEL WORLD HOUSE       Travel World House
```

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9. Building/complex sub unit

Definition:

The specification of the type of a separately identifiable portion within a building complex or marina with its associated number or identifier to clearly distinguish it from another. Can either be depicted by numerals or alpha characters, or a mixture of both.

Requirement:

If applicable, this is an essential element of an address.

Position within Address:

Where possible the Building/Complex Sub Unit should be located on the same line as the Street Name, positioned before the House/Property Number. However, if there are other address elements appearing in the same line as the Street Name, this information should be positioned on a separate line above the Street Name.

Format/Presentation:

Ideally, printed in upper case, however, upper case for the first character of a particular word and lower case for subsequent characters of each word, is acceptable.

One or two spaces should be left between components with a preference for two spaces, i.e. Flat 2 (two spaces) 17 Jones St. A "forward slash" (/) may only be used to separate an appartment, flat or unit number from a thoroughfare number.

Abbreviations can be used, however they are not essential. If abbreviations are used they should be structured in accordance with the table opposite.

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Abbreviations:

Complex SubUnit type	Abbrev	Complex SubUnit type	Abbrev
Apartment	APT	Shop	SHOP
Factory	FY	Site	SITE
Flat	F	Stall	SL
Marine berth	MB	Suite	SE
Office	OFF	Unit	U
Room	RM	Villa	VLLA
Shed	SHED	Warehouse	WE

Examples:

Flat 2 17 Jones St
2/17 Jones St

SUITE 3
LEVEL 7 17 JONES ST

U 2 17 Jones St

Usage:

```
1234567890              1234567890
MR C.R. MACDONALD       Mr C.R. MacDonald
MANAGER                 Manager
ORBIT TRAVEL CO         Orbit Travel Co
TRAVEL WORLD HOUSE      Travel World House
SUITE 3                 Suite 3
```

10. Floor/Level

Definition:

Descriptors used to identify the floor or level of a multi-storey building or complex.

Requirement:

If applicable, this is considered an essential element of an address.

Position within Address:

The Floor/Level is positioned as the first item, located on the same line as the House/Property Number and Street Name. However, it can be placed on a separate address line, above the line containing the House/Property Number and Street Name, if necessary.

Format/Presentation:

Ideally, printed in upper case, however, upper case for the first character and lower case for subsequent characters of each word, is acceptable. One or two spaces should be left between components, with a preference for two, i.e. Level 7 (two spaces) 17 Jones St. A "forward slash" (/) should **not** be used to separate a floor or level number from a thoroughfare number.

Abbreviations can be used, however they are not essential. If abbreviations are used they should be structured in accordance with the table below.

Abbreviations:

Floor/Level	Abbrev
Basement	B
Floor	FL
Ground Floor	G
Level	L
Lower Ground Floor	LG
Mezzanine	M
Upper Ground Floor	UG

Examples:

LEVEL 7 17 JONES ST
Floor 7 17 Jones St

LEVEL 7
17-19 MIDDLEBOROUGH RD

FL 7 17 Jones St
L 7 17 Jones St

Usage:

```
1234567890                      1234567890
MR C.R. MACDONALD AO            Mr C.R. MacDonald AO
MANAGER                         Manager
ORBIT TRAVEL CO                 Orbit Travel Co
TRAVEL WORLD HOUSE              Travel World House
SUITE 3                         Suite 3
LEVEL 7 17 JONES ST             Level 7 17 Jones St
```

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11. HOUSE/PROPERTY NUMBER

Definition:

To record the numeric or numeric/alpha reference number of a house or property. Also referred to as a street number.

Requirement:

This is an essential element of an address.

Position within Address:

The House/Property Number is positioned before the Street Name and Type, located in the same line containing the Street Name.

Format/Presentation:

Generally, only one house/property number is used. However, if the house/property number includes a number range, the range of applicable numbers should be included, separated by a hyphen (-), with no spaces between numerals, i.e. 17-19.

Ideally, the alpha characters should be printed in upper case, with no spaces between numerals, for example 11B.

Examples:

11B Waterman Ave
101-105 WENTWORTH RD
17 Jones St

Usage:

```
1234567890                      1234567890
MR C.R. MACDONALD AO            Mr C.R. MacDonald AO
MANAGER                         Manager
ORBIT TRAVEL CO                 Orbit Travel Co
TRAVEL WORLD HOUSE              Travel World House
SUITE 3                         Suite 3
LEVEL 7 17 JONES ST             Level 7 17 Jones St
```

12. Lot/section number

Definition:

The lot/section reference allocated to a property, recorded by the appropriate Government Department, during the sub-division of a particular parcel of land.

Lot or Section numbers should only be used prior to the formal allocation of street numbers by the appropriate Government Department.

Requirement:

If formal street numbers have not been allocated this becomes an essential element of an address.

Position within Address:

The Lot/Section Number is positioned before the Street Name and Type, located in the same line containing the Street Name.

Ideally to be printed in upper case, however upper case for the first character and lower case for subsequent characters, is acceptable.

Examples:

LOT 17 JONES ST
Lot 16 Godfrey Ave

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13. Street name and type

Definition:

The full street name used to identify the street location of the property, together with the thoroughfare type. Only one street name should be used.

Requirement:

This is an essential element of an address.

Position within Address:

The street name and type is located on the second last line of the address, together with the street number (or if applicable floor/level, building sub-unit).

Format/Presentation:

Ideally this information should be printed in upper case, however, upper case for the first character of a particular word and lower case for subsequent characters, is acceptable.

The street name should be spelt out in full, with the exception of some prefixes which are usually based on common acceptance, for example; St Kilda Rd and McKillop St.

In certain circumstances some street names maybe suffixed, in which case they should be depicted as Browns Rd West or Browns Rd W.

The thoroughfare type should be abbreviated in accordance with Australian Standard AS4590-1999, however they can be spelt out in full.

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Abbreviations:

The following is a list of commonly used thoroughfares types, together with appropriate abbreviations. Further thoroughfare abbreviations can be found in Australian Standard for the Interchange of Client Information.

Thoroughfare Type	Abbrev	Thoroughfare Type	Abbrev
Alley	ALLY	Grove	GR
Arcade	ARC	Highway	HWY
Avenue	AVE	Lane	LANE
Boulevard	BVD	Parade	PDE
Close	CL	Place	PL
Court	CT	Road	RD
Crescent	CRES	Square	SQ
Drive	DR	Street	ST
Esplanade	ESP	Terrace	TCE

Usage:

```
1234567890                      1234567890
MR C.R. MACDONALD AO            Mr C.R. MacDonald AO
MANAGER                         Manager
ORBIT TRAVEL CO                 Orbit Travel Co
TRAVEL WORLD HOUSE              Travel World House
SUITE 3                         Suite 3
LEVEL 7 17 JONES ST             Level 7 17 Jones St
```

14. Postal delivery type

Definition:

Identification of a specific postal address, and the service number, if applicable.

Requirement:

If this element is applicable, it is an essential component of an address.

Position within Address:

Located on the second last line of an address.

Format/Presentation:

Ideally the alpha characters should be printed in upper case, however upper case for the first character of a particular word and lower case for subsequent characters of each word, is acceptable. No punctuation should be used in this line.

It is recommended that the Postal Delivery Type be abbreviated as per the table set out below.

Abbreviations:

Postal Delivery Type	Abbreviation	Postal Delivery Type	Abbreviation
Care of Post Office	CARE PO	Community Mail Agent.	CMA
Community Mail Bag	CMB	Community Postal Agent	CPA
General Post Office Box	GPO BOX	Locked Bag	LOCKED BAG
Mail Service	MS	Post Office Box	PO BOX
Roadside Delivery	RSD	Roadside Mail Box/Bag	RMB
Roadside Mail Service	RMS	Private Bag	PRIVATE BAG

Examples:

GPO BOX 1777Q
RMS 765
PO Box 52

Usage:

```
1234567890              1234567890
MR C.R. MACDONALD AO    Mr C.R. MacDonald AO
MANAGER                 Manager
ORBIT TRAVEL CO         Orbit Travel Co
PO BOX 87               PO Box 87
```

Definition:

The full name of the placename or Post Office of delivery containing the specific address, which may include a Delivery Centre (DC) or a Business Centre (BC).

Requirement:

Considered an essential element of an address. [See Australian Standard AS4212-1994 (Appendix A)].

Position within Address:

The placename is the first item located in the last line of the address, together with the State abbreviation and postcode.

Format/Presentation:

This information must be printed in upper case, with no punctuation. Generally, the placename is not abbreviated, however certain elements of the placename may be abbreviated based on common acceptance, i.e. MT for Mount and ST for Saint.

Usage:

```
1234567890
MR C.R. MACDONALD AO
MANAGER
ORBIT TRAVEL CO
TRAVEL WORLD HOUSE
SUITE 3
LEVEL 7 17 JONES ST
NORTH SYDNEY
```

or

```
1234567890
MR C.R. MACDONALD AO
MANAGER
ORBIT TRAVEL CO
PO BOX 87
NORTH SYDNEY
```

```
1234567890
Mr C.R. MacDonald AO
Manager
Orbit Travel Co
Travel World House
Suite 3
Level 7 17 Jones St
NORTH SYDNEY
```

or

```
1234567890
Mr C.R. MacDonald AO
Manager
Orbit Travel Co
PO Box 87
NORTH SYDNEY
```

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16. State/territory

Definition:

The defined State or Territory in Australia (in abbreviated format) that the specific placename/address is located.

Requirement:

Considered an essential element of an address. [See Australian Standard AS4212-1994 (Appendix A)].

Position within Address:

The State or Territory abbreviation is located in the last line of the address, one or two spaces after the Suburb/Place/Locality. Two spaces are preferred.

Format/Presentation:

Must be printed in upper case, with no punctuation.

The State or Territory must always appear in an approved abbreviated form, as indicated below.

Abbreviations:

State/Territory	Abbrev
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	QLD
South Australia	SA
Tasmania	TAS
Victoria	VIC
Western Australia	WA

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Usage:

```
1234567890
MR C.R. MACDONALD AO
MANAGER
ORBIT TRAVEL CO
TRAVEL WORLD HOUSE
SUITE 3
LEVEL 7 17 JONES ST
NORTH SYDNEY   NSW
```

or

```
1234567890
MR C.R. MACDONALD AO
MANAGER
ORBIT TRAVEL CO
PO BOX 87
NORTH SYDNEY   NSW
```

```
1234567890
Mr C.R. MacDonald AO
Manager
Orbit Travel Co
Travel World House
Suite 3
Level 7 17 Jones St
NORTH SYDNEY   NSW
```

or

```
1234567890
Mr C.R. MacDonald AO
Manager
Orbit Travel Co
PO Box 87
NORTH SYDNEY   NSW
```

17. POSTCODE

Definition:

A four digit numeric descriptor for a postal delivery area, aligned with placename, suburb or locality and in some circumstances a unique Postal Delivery Type.

Requirement:

Considered an essential element of an address. [See Australian Standard AS4212-1994 (Appendix A)].

Position within Address:

The postcode is located in the last line of the address, one or two spaces after the State or Territory abbreviation, with no punctuation. Two spaces are preferred. The postcode must be the last item in a domestic address.

Format/Presentation:

All numeric, with leading zeros displayed.

Must be printed in upper case, with no punctuation.

Examples:

NORTH SYDNEY NSW 2060
NORTH SYDNEY NSW 2059
 (PO Boxes)

DARWIN NT 0800

Usage:

```
1234567890
MR C.R. MACDONALD AO
MANAGER
ORBIT TRAVEL CO
TRAVEL WORLD HOUSE
SUITE 3
LEVEL 7 17 JONES ST
NORTH SYDNEY   NSW   2060
```

or

```
1234567890
MR C.R. MACDONALD AO
MANAGER
ORBIT TRAVEL CO
PO BOX 87
NORTH SYDNEY   NSW   2059
```

```
1234567890
Mr C.R. MacDonald AO
Manager
Orbit Travel Co
Travel World House
Suite 3
Level 7 17 Jones St
NORTH SYDNEY   NSW   2060
```

or

```
1234567890
Mr C.R. MacDonald AO
Manager
Orbit Travel Co
PO Box 87
NORTH SYDNEY   NSW   2059
```

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18. Country of destination.

Definition:

To be used **only** on addresses destined for Overseas countries.

For mail leaving Australia, the destination country must appear as the last line.

The main address block should be structured according to the destination country's address formatting guidelines.

Requirement:

Considered an essential element of an overseas address.

Position within Address:

The County of Destination should appear on the last line on mail leaving Australia.

Format/Presentation:

Must be printed in upper case.

Generally the destination country should not be abbreviated.

Usage:

```
National Philatelic Center
Canada Post Corp.
Station 1
ANTIGONISH NS B2G 2R8
CANADA
```

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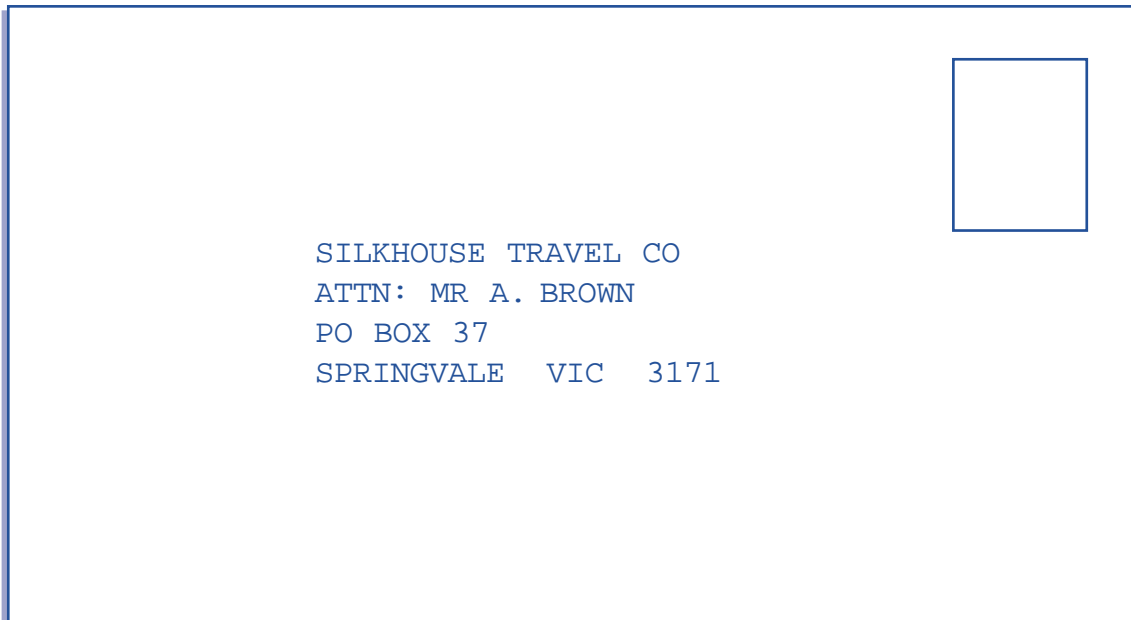
Letter addressed to a GPO Box.

```
Manager
Compass Airlines Pty Ltd.
GPO Box 2344T
ADELAIDE   SA   5001
```
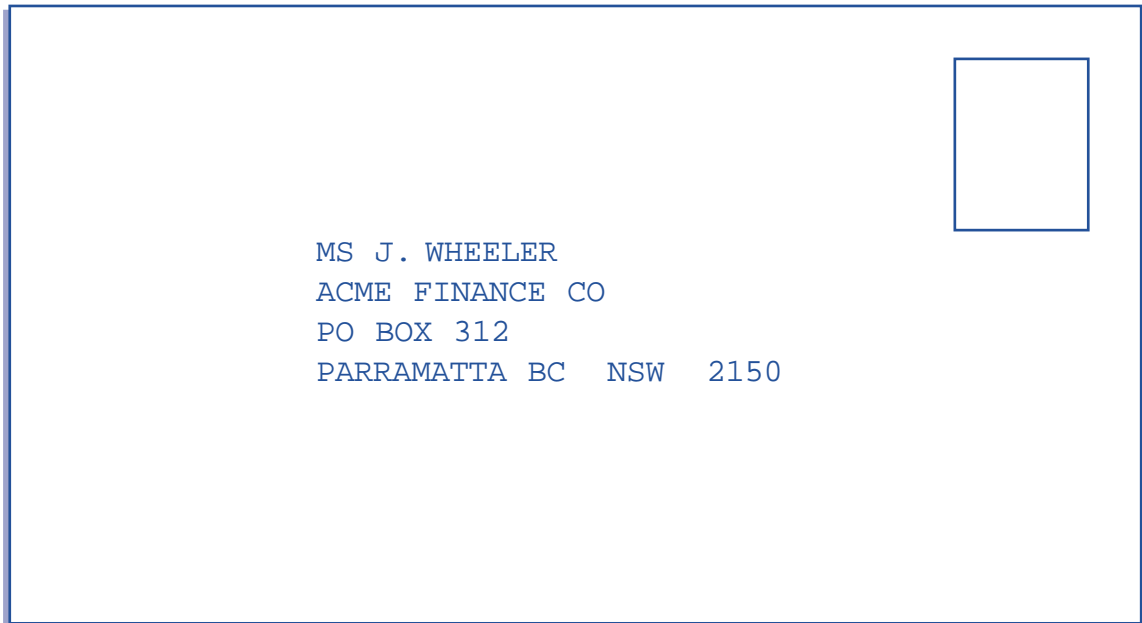
Letter addressed to a Post Office Box.

```
SILKHOUSE TRAVEL CO
ATTN: MR A. BROWN
PO BOX 37
SPRINGVALE   VIC   3171
```
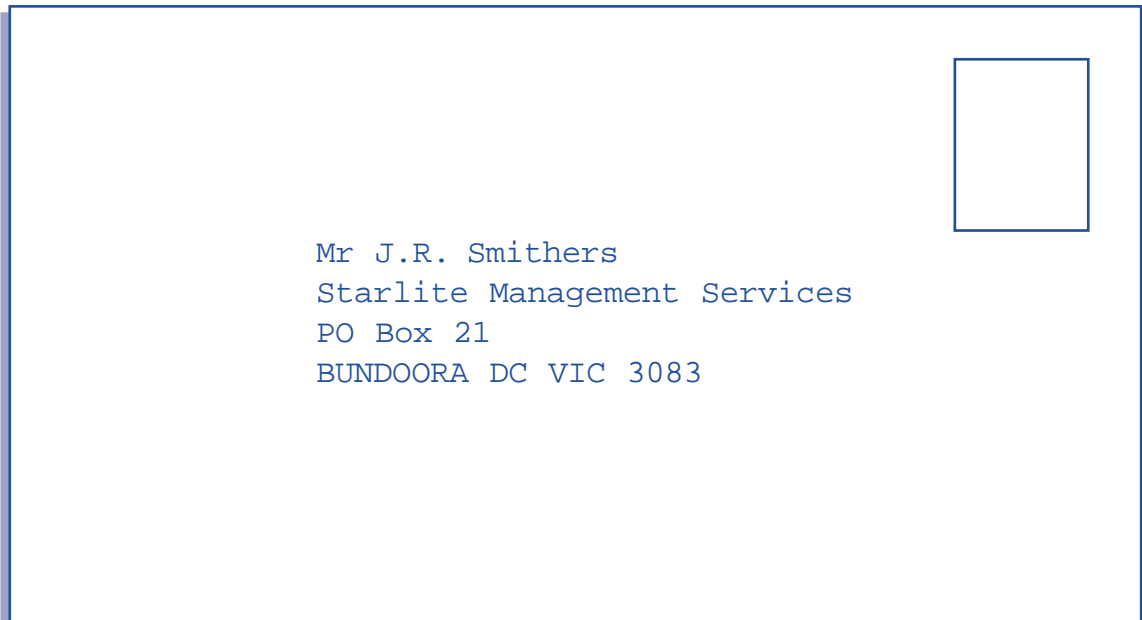
Typical sample addresses (continued)

Letter addressed to a Box address at an Australia Post Business Centre.
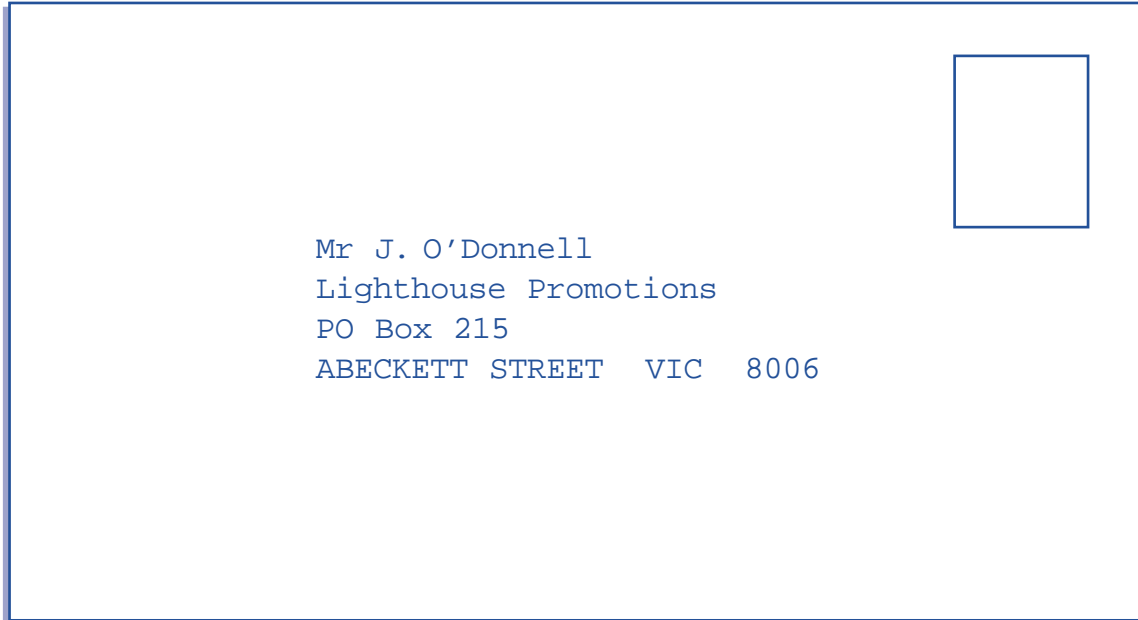
```
              MS J. WHEELER
              ACME FINANCE CO
              PO BOX 312
              PARRAMATTA BC   NSW   2150
```

Letter addressed to a Box address at an Australia Post Delivery Centre.

```
              Mr J.R. Smithers
              Starlite Management Services
              PO Box 21
              BUNDOORA DC VIC 3083
```
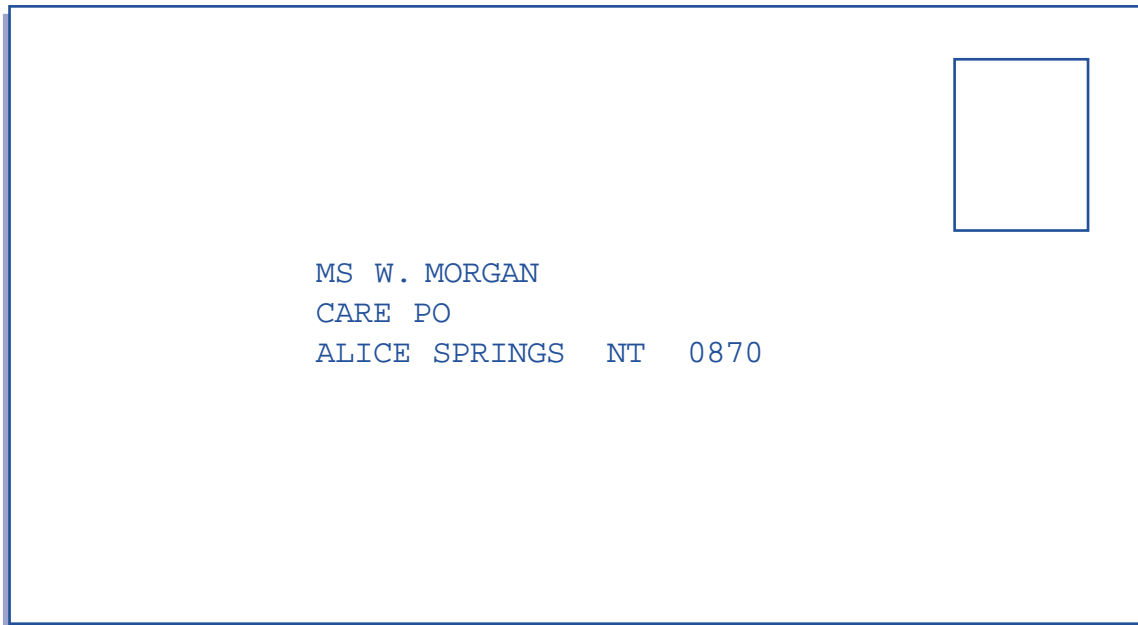
Letter addressed to an inner city Post Office Box address.

```
            Mr J. O'Donnell
            Lighthouse Promotions
            PO Box 215
            ABECKETT STREET   VIC   8006
```

Letter addressed to Care of a Post Office.

```
            MS W. MORGAN
            CARE PO
            ALICE SPRINGS   NT   0870
```
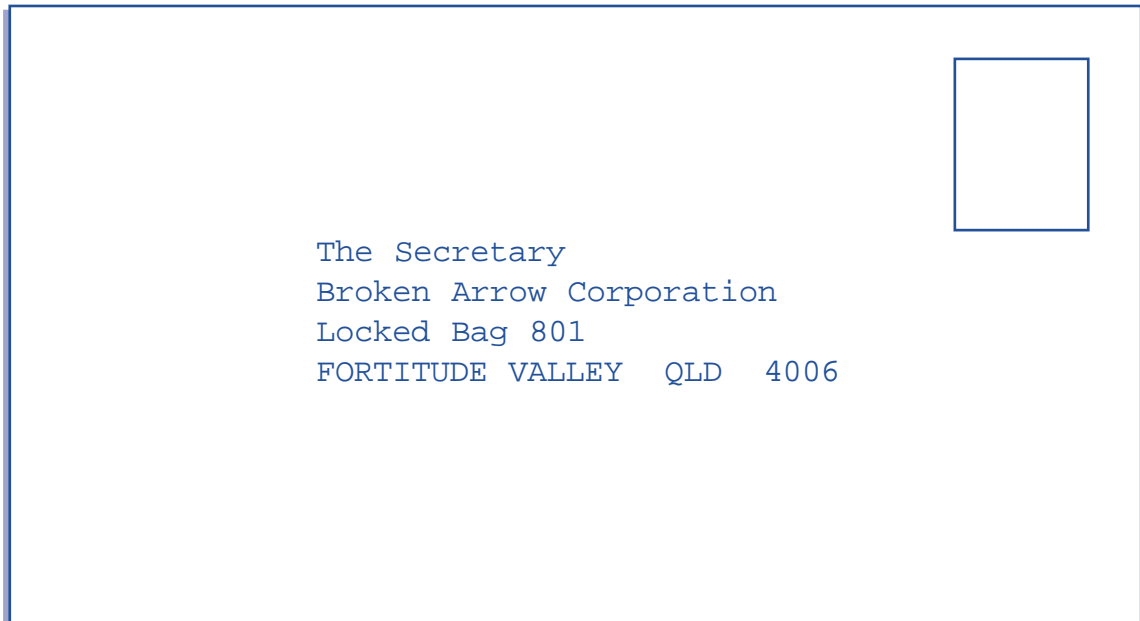
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Typical sample addresses (continued)

Letter addressed to a Locked Bag.

```
The Secretary
Broken Arrow Corporation
Locked Bag 801
FORTITUDE VALLEY   QLD   4006
```

Letter addressed to a Large Volume Recipient (LVR)
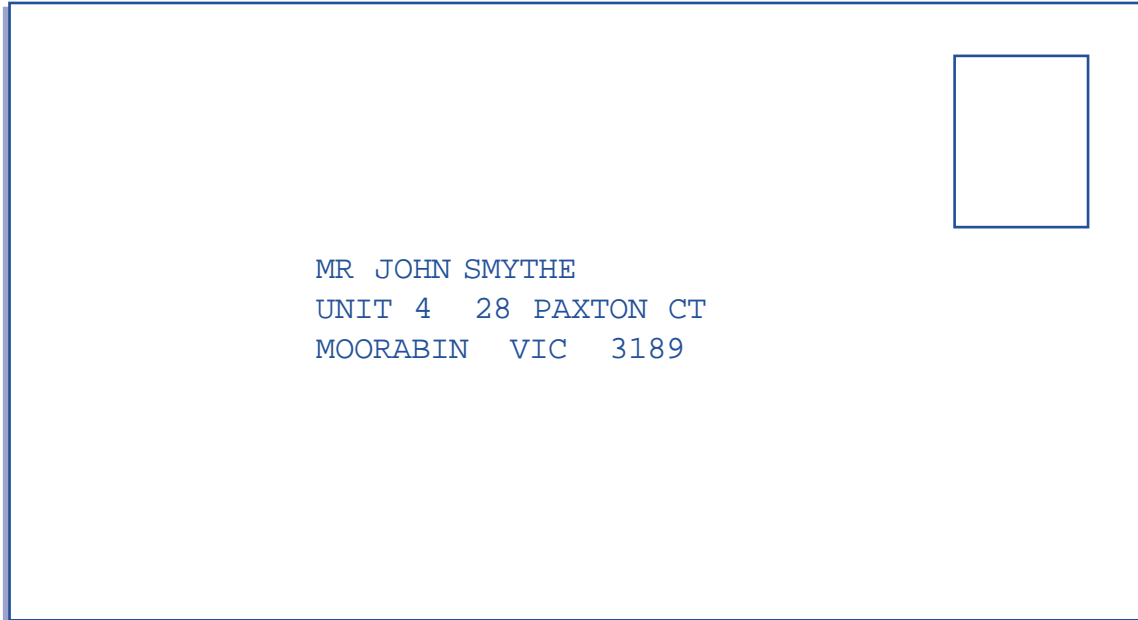
```
MS H. WILLIAMS
FINANCE AND ACCOUNTING
AUSTRALIA POST
219-241 CLEVELAND ST
STRAWBERRY HILLS   NSW   1427
```
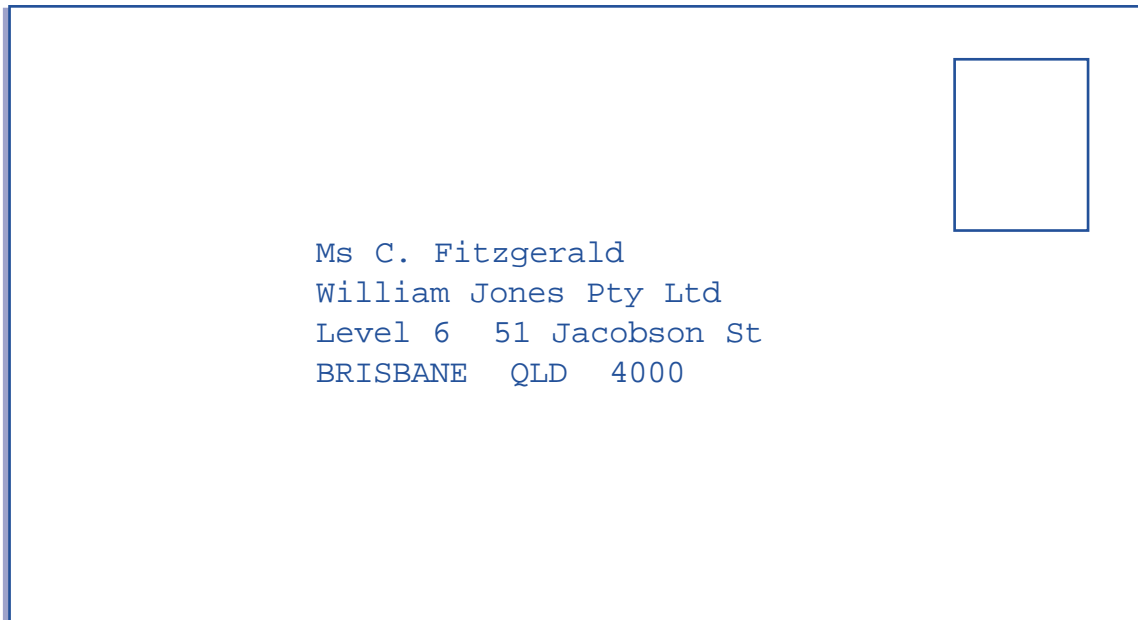
IT'S JUST AS
EASY TO ADDRESS
IT PROPERLY

Letter addressed to a Unit.

```
            MR  JOHN  SMYTHE
            UNIT  4    28  PAXTON  CT
            MOORABIN    VIC    3189
```
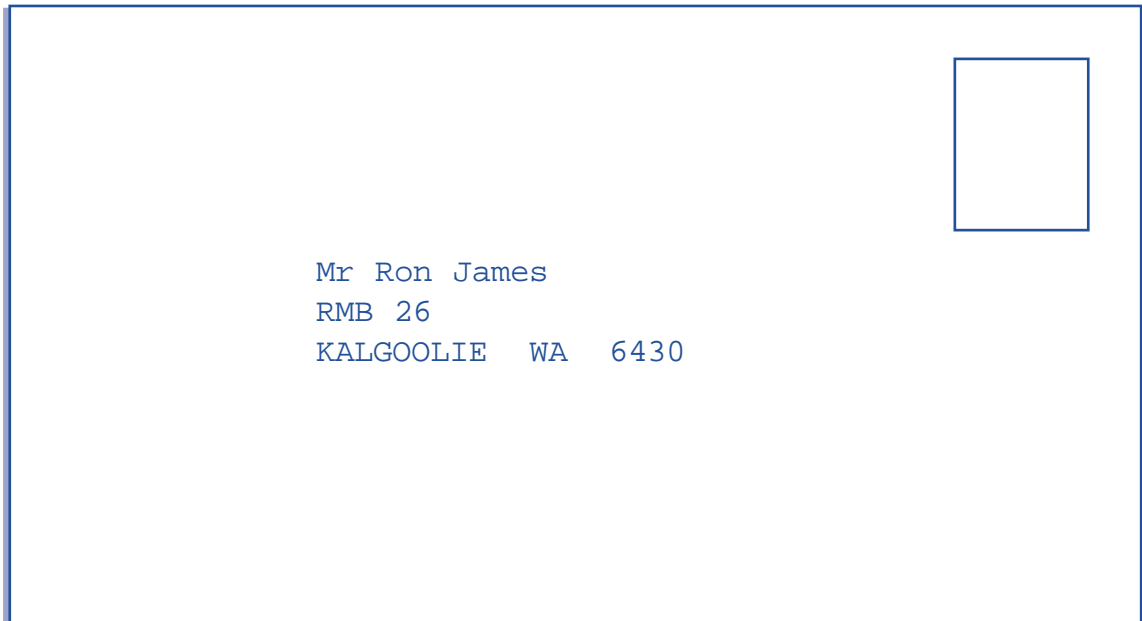
Letter addressed to a floor of a building.

```
            Ms  C.  Fitzgerald
            William  Jones  Pty  Ltd
            Level  6    51  Jacobson  St
            BRISBANE    QLD    4000
```
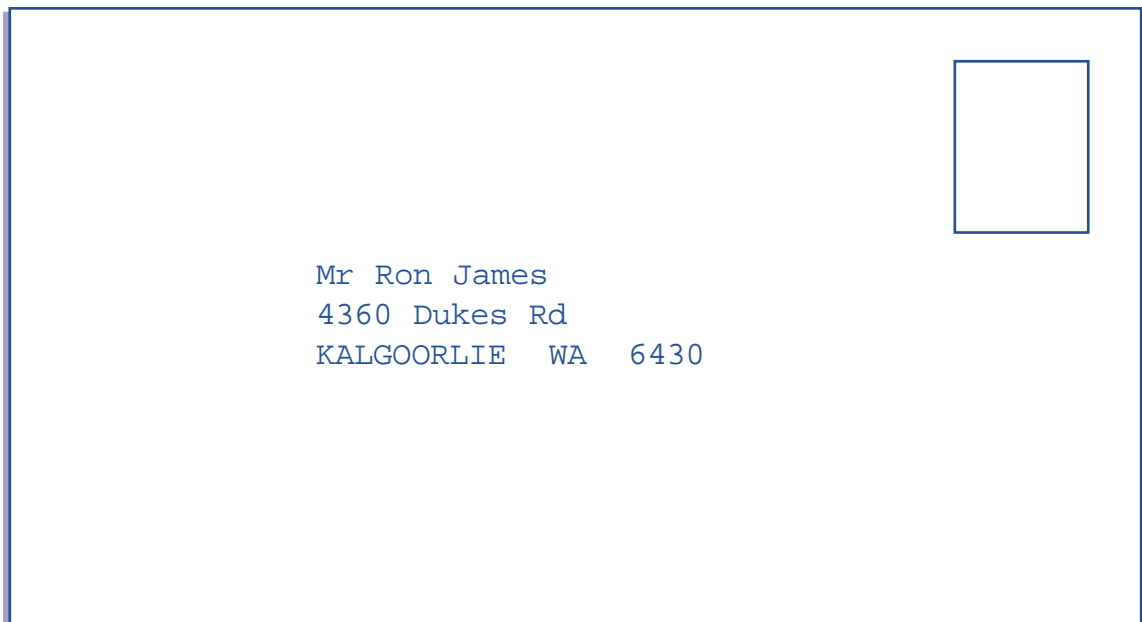
Typical sample addresses (continued)

Letter addressed to a Roadside Mail Box.

Mr Ron James
RMB 26
KALGOOLIE   WA   6430

Letter addressed under the new Rural Street Addressing requirements.
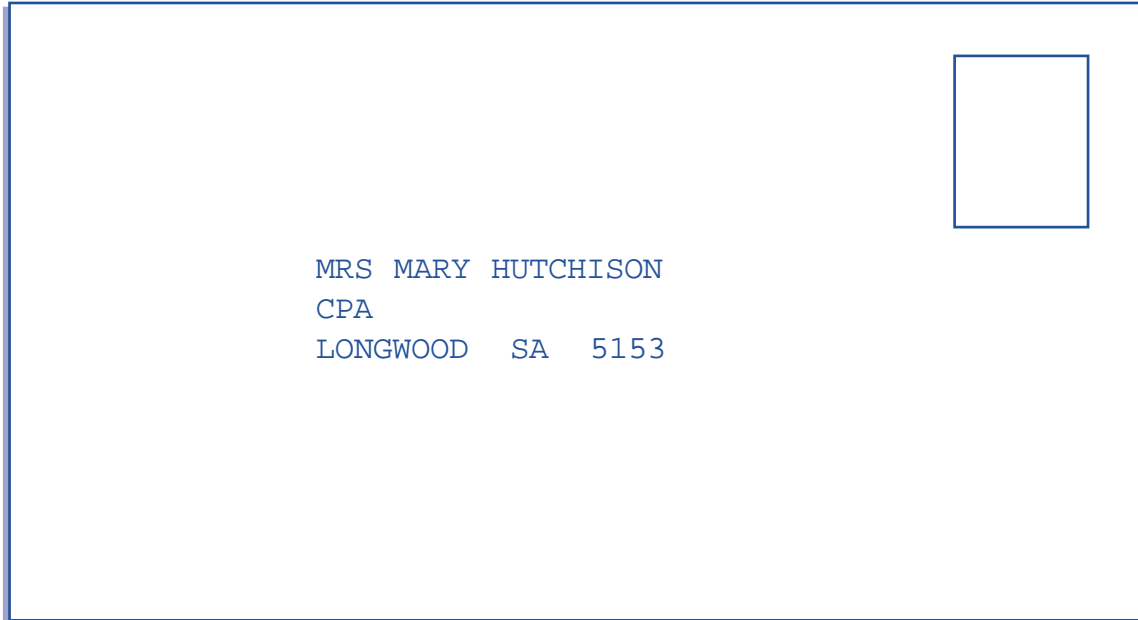
Mr Ron James
4360 Dukes Rd
KALGOORLIE   WA   6430

it's just as easy to address it properly

Letter addressed to a Community Postal Agent.

```
MRS MARY HUTCHISON
CPA
LONGWOOD   SA   5153
```

Letter addressed to a shop in a large shopping centre complex.

```
Manager
Just Food
Southland Shopping Centre
Shop 705   1239 Caldwell Hwy
LAUNCESTON   TAS   7250
```

IT'S JUST AS
EASY TO ADDRESS
IT PROPERLY

NOTES

IT'S JUST AS
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