Correct addressing

## Getting the address right is easy

Australia Post

Mail Addressing Guidelines

To ensure your article arrives at the correct destination and on time, please follow these guidelines when addressing your articles.
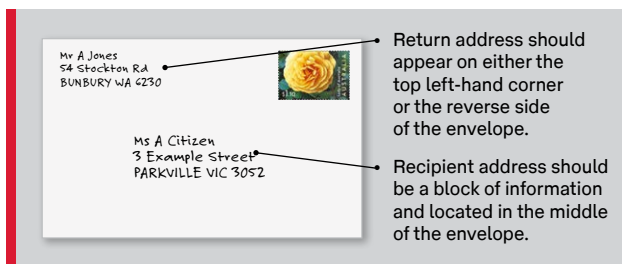
Envelope zones

Our advanced letter sorting technology reads addresses electronically, so it's important you address your mail clearly and observe the following zones.
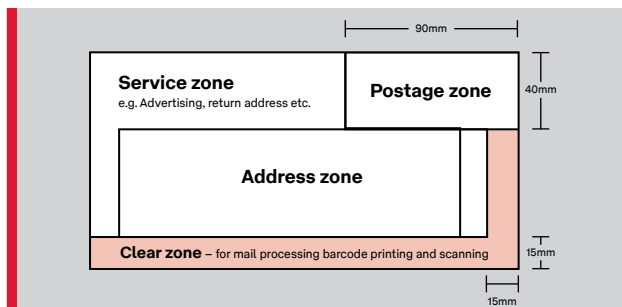
The address in three easy steps

1. Write or print the address in the centre of the envelope (Address zone).

2. Typically, the address information should be written in three to four lines and form a 'block' of information with no blank lines.

   Line 1 should contain the recipient's name. Where both a business and recipient name is required, the business' name should be used in line 1, and the recipient's name will move to line 2.

   Line 2 should contain the street number and name, or PO Box or Locked Bag number if applicable.

   Line 3 should be written in capital letters and contain the locality or suburb, state and postcode.

3. A return to sender address should be in the same format as the recipient address and included on the top left-hand corner of the envelope (Service zone) or on the reverse of the envelope.

Return address should appear on either the top left-hand corner or the reverse side of the envelope.

Recipient address should be a block of information and located in the middle of the envelope.

Tips for hand addressing

- Do not use punctuation in the address (e.g. underline, commas, full stops).

- Avoid using highly stylised characters (e.g. calligraphy).

- Leave one to two character spaces between the locality, state and postcode and capitalise letters.

- The postcode should be written as part of the address and on the same line as locality or suburb and state. Avoid writing it away from the address, even if you are using an envelope with preprinted four postcode squares.

- Use a blue or black pen.

- Double-check the locality or suburb matches the postcode in the recipient's address.

Tips for machine addressing

- Use a clear, easy to read font type and size such as Helvetica, Arial or Times Roman.

- Avoid using italic or artistic fonts , such as 'handrwritten' fonts, including wide or narrow print.

- Print either directly onto the envelope or use a label.

- If using a window-faced envelope, ensure the address information is clearly visable and that there is no significant movement of the envelope content that may cause the address to be obscured.

Return address should appear on either the top left-hand corner or the reverse side of the envelope.
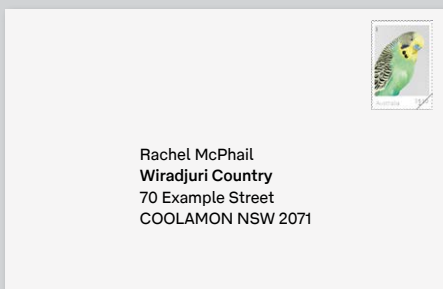
Keep text left aligned

Use PO box or locked bag numbers wherever possible

Mr A Jones
54 Stockton Rd
BUNBURY WA 6230

Mr J Citizen
Sample Games Co
GPO Box 123
SYDNEY NSW 2000

Rachel McPhail
Wiradjuri Country
70 Example Street
COOLAMON NSW 2071

Including Traditional Place names?

You can include Traditional Place names in either the return address, or in the recipient's address.

We recommend including the Traditional place name after the recipient name or business name and above the street address.

To find Traditional Place names, check AIATSIS, Aboriginal and Torres Strait Islander Land Councils, or Cultural Centres in your local area.

Sending overseas?

If your article is heading overseas, write the country name in CAPITALS on the last line but be sure to follow the addressing conventions of the country/territory of destination. Some prefer their postcodes to appear in the last line of the address and require the return address to be on the back of the article.

For more information visit
auspost.com.au/addressing-guidelines
or call 13 13 18.

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