

# Mail Center News

New flat rate boxes.

**Size:** 12 x 12 x 5½ inches (50% more capacity than the current Flat Rate Box)

**Prices:**

- Domestic box will be priced at \$12.95
- APO/FPO box will be priced at \$10.95 (when shipped to APO/FPO ZIP Codes)
- Shipments to Canada and Mexico will be priced at \$29.95
- International shipments to the rest of the world will be priced at \$49.95



## Pay one flat rate to anywhere in the world.

Ship your packages in 2-3 days on average for domestic destinations and 6-10 days on average for international destinations with Priority Mail Flat Rate Envelopes and Boxes. For one low rate, ship as much as can be properly secured in a flat rate envelope or box\* to any location in the world!



### ▶ Envelopes

- Priority Mail Flat Rate Envelopes can be used for both domestic and international shipping:
  - Available anywhere in the U.S. for \$4.60
  - One rate to Canada and Mexico for \$9.00
  - One rate to all other countries for \$11.00
- \*4 pound maximum for international shipments
- The dimensions of the envelope are 12 1/2" X 9 1/2".
- The contents of the flat rate envelope must be confined within the envelope, using the flap adhesive as the primary means of closure.
- The flap must close easily, adhere to the envelope and may be secured with tape if desired.
- The design and shape of the envelope may not be altered or enlarged in any way to fit

the contents.

#### ► Boxes

- Flat Rate Boxes can be used for both domestic and international shipping:
  - Available to anywhere in the U.S. for \$8.95
  - One rate to Canada and Mexico for \$23.00
  - One rate to all other countries for \$37.00
- \*20 pound maximum for international shipments
- The inside dimensions for the two boxes available are 11" x 8.5" x 5.5" and 13.625" x 11.875" x 3.375". The two boxes are different shapes to accommodate a variety of contents.
- The contents of the flat rate box must be neatly contained inside the box with adhesive packaging tape.
- The box must close securely and retain its shape when taped with adhesive.
- The shape of the box may not be changed or enlarged to fit its contents.



Extra services such as Delivery Confirmation™, Signature Confirmation® (Not available for international shipping), and Insurance are available to use with Priority Mail Flat-Rate Envelopes and Boxes.

Automation helps the Postal Service handle growing volumes of mail quickly and accurately and helps keep postal costs down. Mailers can do their part by addressing letters properly, so these machines can speed their mail on its way.

Here are a few simple guidelines for making mail machine readable

- Print or type addresses with black ink. Place the address horizontally in the center of the envelope and keep each line of the address flush left.
- Use capital and lowercase letters. Omit periods, commas, and apostrophes to separate the city, state and ZIP Codes, because optical scanners and bar code sorters work better when they don't have to read punctuation.
- Use standard abbreviations, such as ST for street and DR for drive. Always provide apartment and suite numbers, adjacent to or above the street address line — never below.
- Always use correct ZIP Codes or the correct ZIP+4, if known. (You can check this on [usps.com](https://usps.com).)
- When using an attention line, place it on top of the address block.
- Leave a 1/8 inch area in the lower right-hand corner of the envelope blank, because that's where the optical scanner sprays the bar code.
- Always include a return address on all letters and packages.

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## MAIL SERVICES

### Two Letter State and Possession Abbreviations

Alabama	AL	Kentucky	KY	Oklahoma	OK
Alaska	AK	Louisiana	LA	Oregon	OR
Arizona	AZ	Maine	ME	Palau	PW
Arkansas	AR	Marshall Islands	MH	Pennsylvania	PA
American Samoa	AS	Maryland	MD	Puerto Rico	PR
California	CA	Massachusetts	MA	Rhode Island	RI
Colorado	CO	Michigan	MI	South Carolina	SC
Connecticut	CT	Minnesota	MN	South Dakota	SD
Delaware	DE	Mississippi	MS	Tennessee	TN
District of Columbia	DC	Missouri	MO	Texas	TX
Federal States of Micronesia	FM	Montana	MT	Utah	UT
Florida	FL	Nebraska	NE	Vermont	VA
Georgia	GA	Nevada	NV	Virginia	VA
Guam	GU	New Hampshire	NH	Virgin Islands	VI
Hawaii	HI	New Jersey	NJ	Washington	WA
Idaho	ID	New Mexico	NM	West Virginia	WV
Illinois	IL	New York	NY	Wisconsin	WI
Indiana	IN	North Carolina	NC	Wyoming	WY
Iowa	IA	Northern Mariana Islands	MP		
Kansas	KS	Ohio	OH		

### Directional Abbreviations

North	N	West	W	Southwest	SW
East	E	Northeast	NE	Northwest	NW
South	S	Southeast	SE		

### Secondary Address Unit Indicators

Apartment	APT	Floor	FL	Room	RM
Building	BLDG	Suite	STE	Department	DEPT

### Abbreviations for Street Designators (Street Suffixes)

Alley	ALY	Estates	EST	Lakes	LKS	Ridge	RDG
Annex	ANX	Expressway	EXPY	Landing	LNDG	River	RIV
Arcade	ARC	Extension	EXT	Lane	LN	Road	RD
Avenue	AVE	Fall	FALL	Light	LGT	Row	ROW
Bayou	YU	Falls	FLS	Loaf	LF	Run	RUN
Beach	BCH	Ferry	FRY	Locks	LCKS	Shoal	SHL
Bend	BND	Field	FLD	Lodge	LDG	Shoals	SHLS
Bluff	BLF	Fields	FLDS	Loop	LOOP	Shore	SHR

Bottom	BTM	Flats	FLT	Mall	MALL	Shores	SHRS
Boulevard	BLVD	Ford	FOR	Manor	MNR	Spring	SPG
Branch	BR	Forest	FRST	Meadows	MDWS	Springs	SPGS
Bridge	BRG	Forge	FGR	Mill	ML	Spur	SPUR
Brook	BRK	Fork	FRK	Mills	MLS	Square	SQ
Burg	BG	Forks	FRKS	Mission	MSN	Station	STA
Bypass	BYP	Fort	FT	Mount	MT	Stravenue	STA
Camp	CP	Freeway	FWY	Mountain	MTN	Stream	STM
Canyon	CYN	Gardens	GDNS	Neck	NCK	Street	ST
Cape	CPE	Gateway	GTWY	Orchard	ORCH	Summitt	SMT
Causeway	CSWY	Glen	GLN	Oval	OVAL	Terrace	TER
Center	CTR	Green	GN	Park	PARK	Trace	TRCE
Circle	CIR	Grove	GRV	Parkway	PKY	Track	TRAK
Cliffs	CLFS	Harbor	HBR	Pass	PASS	Trail	TRL
Club	CLB	Haven	HVN	Path	PATH	Trailer	TRLR
Corner	COR	Heights	HTS	Pike	PIKE	Tunnel	TUNL
Corners	CORS	Highway	HWY	Pines	PNES	Turnpike	TPKE
Course	CRSE	Hill	HL	Place	PL	Union	UN
Court	CT	Hills	HLS	Plain	PLN	Valley	VLY
Courts	CTS	Hollow	HOLW	Plains	PLNS	Viaduct	VIA
Cover	CV	Inlet	INLT	Plaza	PLZ	View	VW
Creek	CRK	Island	IS	Point	PT	Village	VLG
Crescent	CRES	Islands	ISS	Port	PRT	Ville	VL
Crossing	XING	Isle	ISLE	Prairie	PR	Vista	VIS
Dale	DL	Junction	JCT	Radial	RADL	Walk	WALK
Dam	DM	Key	CY	Ranch	RNCH	Way	WAY
Divide	DV	Knolls	KNLS	Rapids	RPDS	Wells	WLS
Drive	DR	Lake	LK	Rest	RST		

- a. The delivery **address** should be printed in all uppercase letters. The name of the place of destination and the name of the country of destination must be written in capital letters together with the correct post code number or delivery zone number, if any. The last line of the **address** must show only the country name, written in full (no abbreviations) and in capital letters. If possible, the **address** should have no more than five lines. For example:

Mr Thomas Clark  
117 Russell Drive  
LONDON W1P 6HQ  
GREAT BRITAIN

MS C P Apple  
Apartado 3068  
46807 PUERTO VALLARTA JALISCO  
MEXICO

**Exception:** To Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between "ON" and "K1A 0B1":

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA