

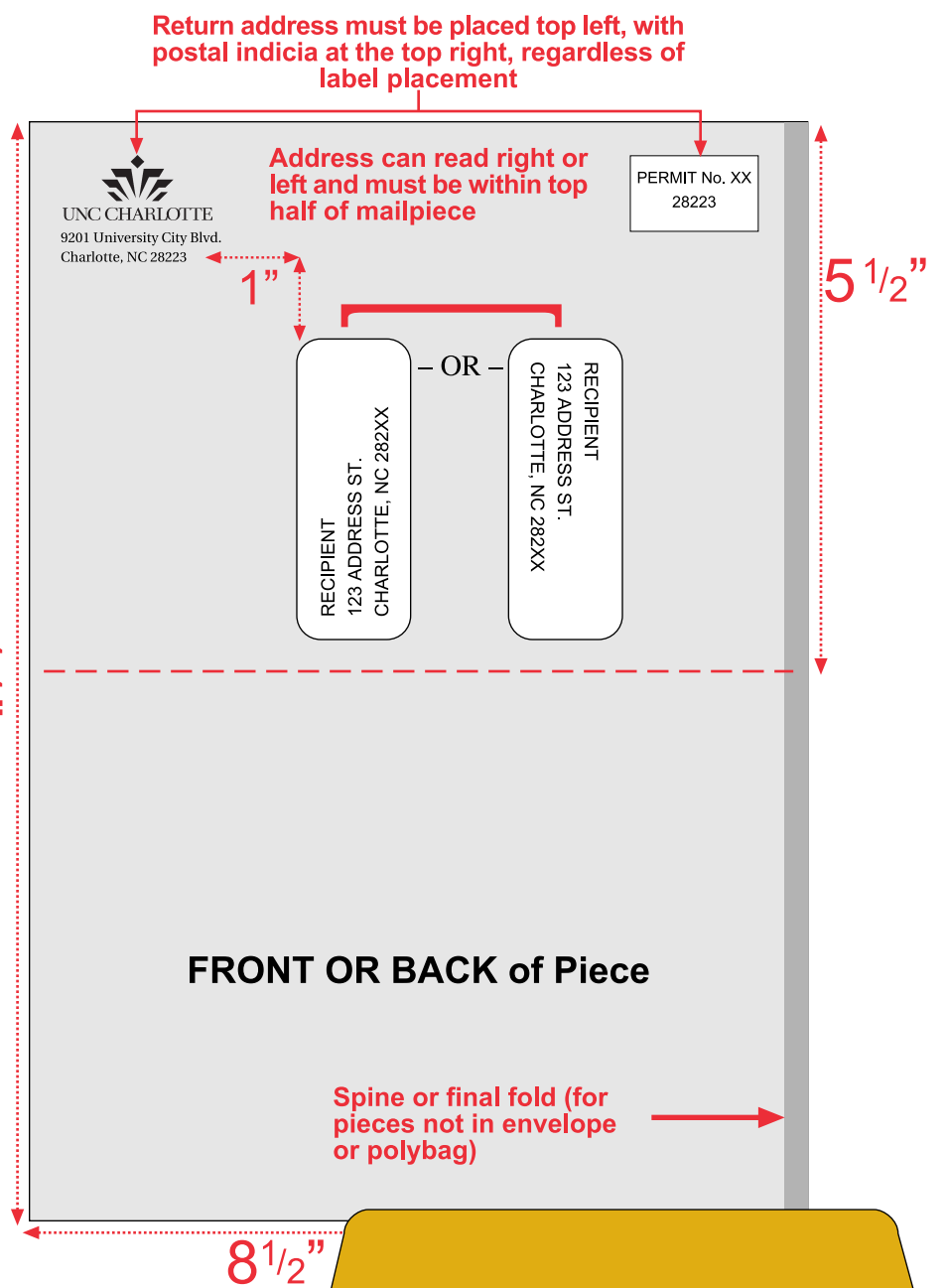
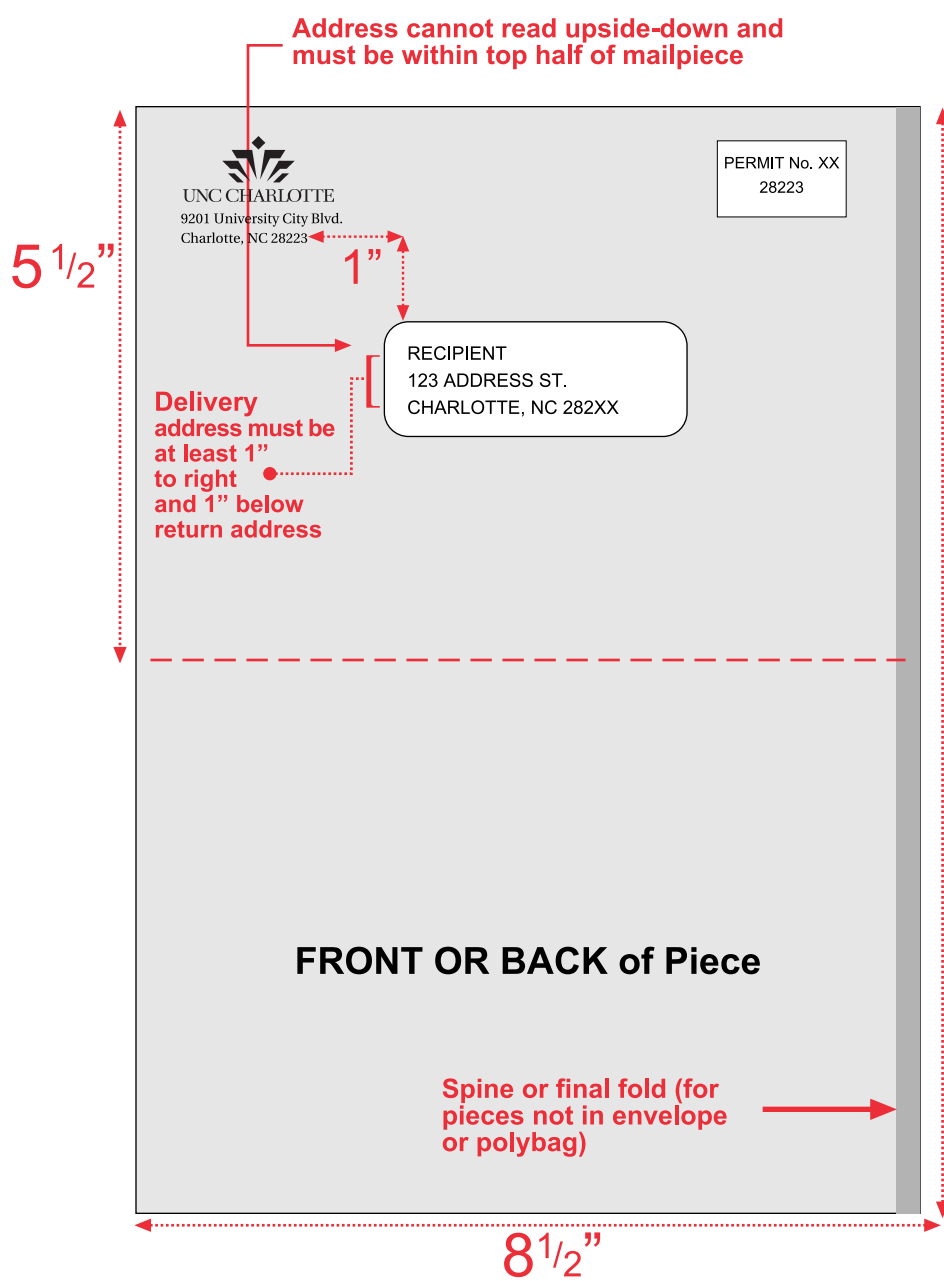
New Address Standards for Commercial Flat-Size Mail

- 8 pt. minimum type size; each character must be at least 0.080 inch high.
- If the mailpiece bears a POSTNET or Intelligent Mail barcode with a delivery point routing code, mailers may use 6-point type in all capital letters. Each character must be at least 0.065 inch high.
- Characters in the address must not overlap, the address lines must not touch or overlap, and each address element may be separated by no more than five blank character spaces.
- Delivery address is required to appear entirely within the top half. In other words, if the address label is printed, the label must be placed on the top half of the mail piece.
- The “top half” is not defined or based on the direction of the printed materials. For enveloped or poly wrapped pieces, the top half is relative to the short edges.
- Whenever possible, please use a sans-serif font (e.g., Arial or Helvetica).
- Addresses should all be typed out in capital letters.
- Delivery address must be at least one inch (1”) to the right and at least one inch (1”) below the return address.

Address Placement: Unenclosed Flat

For pieces that are not enclosed in envelopes or poly wrap, the “top” is the upper edge of the mail piece when the bound edge or final fold is vertical and on the right side of the piece. The address may be located on the front or on the back of the mail piece, as long as the spine is on the right and the label is on the top half.

The label may be parallel or perpendicular, to the shorter top edge and not be upside-down.

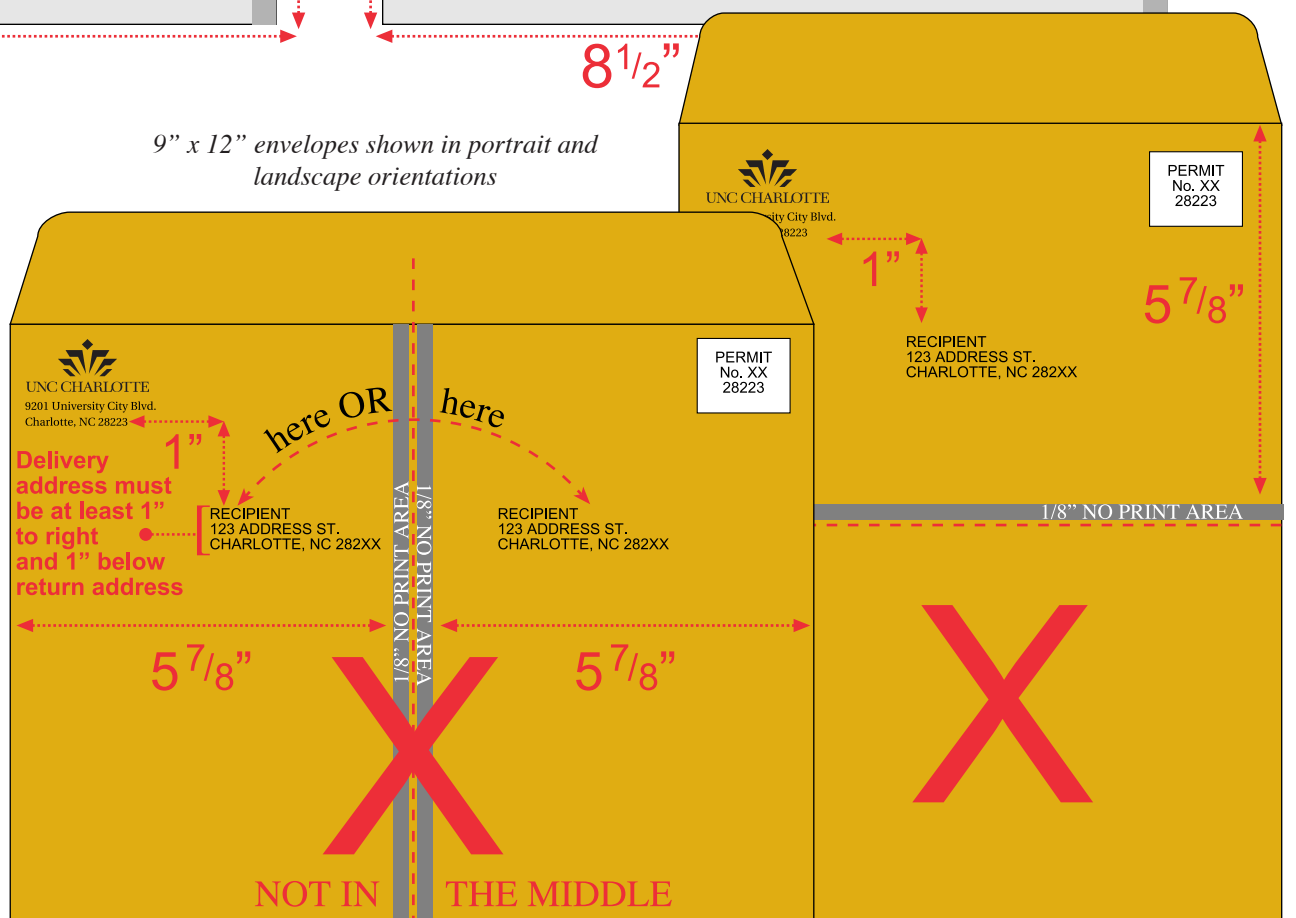


Bulk Mail

The new address placement standards apply to all Bulk Mail material being shipped after March 29, 2009. If you have pre-printed materials stored in a mail house off campus, we need a copy of each piece to ensure its compliance. Any unapproved mail will be declined and deemed undeliverable. This is to ensure and maintain the integrity of UNC Charlotte’s Mailing privileges.

Please contact Horace Lytch, Director of Mail Services, with any questions or concerns: 704-687-3037, hlytch@uncc.edu or Laura Rice, 704-687-2789, llrice@uncc.edu or Curtis Pollard, 704-687-3553, cepollar@uncc.edu

9" x 12" envelopes shown in portrait and landscape orientations



UNC CHARLOTTE
9201 University City Blvd.
Charlotte, NC 28223

PERMIT No. XX 28223

Delivery address must be at least 1" to right and 1" below return address

RECIPIENT
123 ADDRESS ST.
CHARLOTTE, NC 282XX

New Address Standards for Commercial Flat Mail

We know you want to save as much as you can on mailings. We are also well aware that changing USPS requirements can be confusing. That's why we encourage you to call Mail Services with any questions and that you allow us to advise you early in the layout and design stage of your mailing.

It's the job of UNC Charlotte Mail services to help your mailings get out as affordably, efficiently and quickly as possible. We take a personal interest in preventing UNC Charlotte colleges, units and departments from overspending on mailings.

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Address and postage placement on sample newsletter. Bound edge is to the right as you read the address.