



How to address your mail

Send your mail exactly where it needs to go

Format of Mail Address

M. Jen Durand
150 Rue Nepeau, Apt 5
OTTAWA, ON K1P 2P6
CANADA

MISS JANE DOE
10 BALIVARD ROAD
BUCKFIELD DISTRICT
OCHO RIOS PO
ST. ANN
JAMAICA, W.I.



Format of mail for PO Box Delivery

Mr J Brownhall
264 High Street
ALLAMBIE, NSW 2100
AUSTRALIA

MISS JANE DOE
PO BOX 340
BUCKFIELD DISTRICT
OCHO RIOS PO
ST. ANN
JAMAICA, W.I.



If PO Box No. is not included, the Post Office cannot be expected to sort letters into the box.
Do not include the street address as well as the Box number.

Format of mail for Delivery to the USA

John Shepherd
1 Phoenix Park Village
Greater Portmore
St. Catherine
Jamaica, W.I.



MRS. MARY SHEPHERD
773 CLARK STREET
HUNTINGTON
NEW YORK - 11743
USA

General Information

Thin envelopes should not be used for large packets as owing to frequent handling and pressure or friction during conveyance they are liable to burst open. Envelopes should be suitable to their contents.

- Use clear and easy to read hand writing in BLOCK capitals (or font if you are printing the address)
- Use a pen or ink that is clear against the colour of the envelope or parcel.
- Left align the text (no centred or 'stepped' lines).
- Leave a generous margin around the address.
- Place the correct postage on the top right.