The below article is from page 5 of the USPS Mailer Companion

Tips to Help You Avoid those 'Return to Sender' Blues

USPS doesn't like to sing the <u>'Return to Sender'</u> Blues. Its purpose is to provide every household and business in this nation with the ability to communicate and conduct business with the world. The USPS provides prompt, reliable, and economical services for the collection, transmission, and delivery of payments, messages, and merchandise, but we can use your help.

Processing and delivering the mail is a postal employee's job, but there are some things customers can do to help the most efficient handling of letters and package. Here are a few simple steps to take to avoid the 'Return to Sender' Blues:

Address unknown. Notify the Post Office and your personal and business correspondents when you move. As a recipient of mail, make sure your mail moves with you. You can get and complete an official change-of-address form at your local Post Office or online at www.usps.com.

No such number. Verify the address; is the house or Post Office box number included? Did you include the street, city and state? Remember, using the apartment or suite number is important as well as directionals (E, W, N, and S) and street suffixes (Ave, St, Blvd, and Rd). Countless pieces of mail have to be returned because the address did not exist and the USPS was unable to determine where the mail was meant to go.

No such zone. Never guess the ZIP code. If you are not certain, you can obtain the correct ZIP Code by visiting www.usps.com or calling 1-800-ASK-USPS (1-800-275-8777), or your local Post Office.

Package every item you want to send correctly. Things like keys, coins, rings and bracelets should not be mailed in a letter. The USPS uses high-tech machines to process mail in the most cost-efficient manner possible. Chances are good that the letter containing these items will be damaged in a machine and may have to be 'Returned to Sender.'

Package your mail securely. When mailing parcels, use packaging tape. Don't rely on cellophane tape, twine, string, or staples.

<u>Print or type the complete address horizontally in the approximate center of the envelope or parce</u>l. Avoid address smudges; use smudge-proof and waterproof ink when addressing.

The USPS does everything possible to provide you with efficient mail service. With a little assistance, it can help you avoid the 'Return to Sender' Blues.