

Addressing for Successful Delivery

Inter-Departmental Mail

An example of an Ideal Inter-Departmental Address:

*Doctor Doolittle
Animal Lab
Department of Zoology
123 Zooland Hall
Stark Campus*

Minimum Needed:

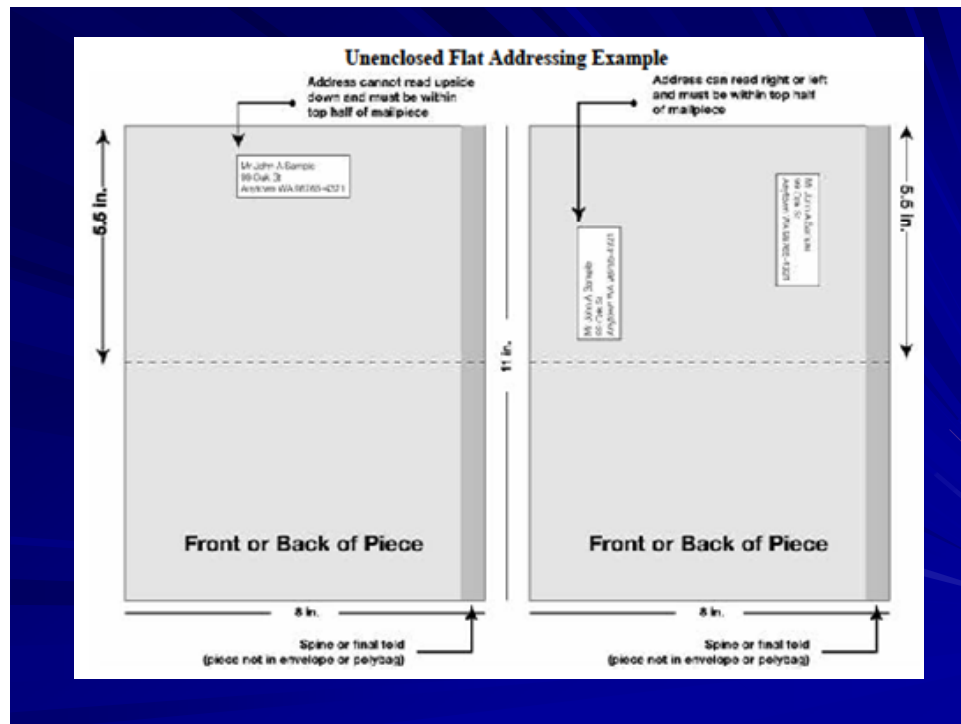
*Receivers Name
Department AND/OR
Campus Building and Room
Number*

Outgoing Cards and Letters and mail up to 6" x 11"

An Example of an Ideal Mailing Address:

*Doctor Doolittle
Animal Lab
Department of Zoology
123 Zooland Hall
P.O. Box 888
Kent, OH 44242-0888*

Mail Larger than 6" x 11"



Addressing for Successful Delivery

Formatting Excel Files

Zip codes must be at least 5 digits. Format either as a zip code, zip code + 4 or as text to prevent any 0's from dropping. If you have +4's in the same field, select the Zip +4 format.

Name	Department	Company Name	Address 1	Address 2	City	State	Zip	Plus 4
Steve Finley	Mail Services	Boston University	1 Oyster Drive	POBox 0004	Boston	MA	123	4
Brett Edwards	Mail Services	Boston University	1 Oyster Drive	POBox 0004	Boston	MA	123	4
Steve Finley	Mail Services	427 Design	1760 Enterprise Pky	P.O.Box 711	Twinsburg	OH	44087	1234
Brett Edwards	Mail Services	Bank of Lexington	3424 State Road	P.O.Box 711	Stow	OH	44223	1234
Steve Finley	Mail Services	Buckeye State Cr Un	47 N Cleve-Mass Rd		Fairlawn	OH	44333	1234
Brett Edwards	Mail Services	CASCOMM	1200 Southeast Ave.		Tallmadge	OH	44278	1234
Steve Finley	Mail Services	City Printing	1200 Southeast Ave.		Tallmadge	OH	44278	1234
Brett Edwards	Mail Services	EQ3 Partners	1200 Southeast Ave.		Tallmadge	OH	44278	1234
Steve Finley	Mail Services	Executive Marketing	529 Grant St	# B	Akron	OH	44311	1234
Brett Edwards	Mail Services	Galley Printing	3210 Glastonbury Circle		Canton	OH	44708	1234
Steve Finley	Mail Services	Hedges & Company	675 Wolfs Ledges Pkwy		Akron	OH	44309	9601
Brett Edwards	Mail Services	Hitchcock Fleming & Assc.	675 Wolfs Ledges Pkwy		Akron	OH	44309	9601
Steve Finley	Mail Services	Hot Cards.com	675 Wolfs Ledges Pkwy		Akron	OH	44309	9601
Brett Edwards	Mail Services	InnerWorkings/Scotts	Martin University Center	306	Akron	OH	44325	9601
Steve Finley	Mail Services	InnerWorkings/Timken	277 South Broadway St		Akron	OH	44325	9601
Brett Edwards	Mail Services	Kent State University	Administrative Svs Bldg	PO Box 5190	Kent	OH	44242	1

The screenshot shows a Microsoft Excel spreadsheet with the following data in columns A through I:

	A	B	C	D	E	F	G	H	I
1	Name	Department	Company Name	Address 1	Address 2	City	State	Zip	Plus 4
2	Steve Finley	Mail Services	Boston University	1 Oyster Drive	POBox 0004	Boston	MA	123	0004
3	Brett Edwards	Mail Services	Boston University				MA	123	0004
4	Steve Finley	Mail Services	427 Design				OH	44087	1234
5	Brett Edwards	Mail Services	Bank of Lexington				OH	44223	1234
6	Steve Finley	Mail Services	Buckeye State Cr U				OH	44333	1234
7	Brett Edwards	Mail Services	CASCOMM				OH	44278	1234
8	Steve Finley	Mail Services	City Printing				OH	44278	1234
9	Brett Edwards	Mail Services	EQ3 Partners				OH	44278	1234
10	Steve Finley	Mail Services	Executive Marketing				OH	44311	1234
11	Brett Edwards	Mail Services	Galley Printing				OH	44708	1234
12	Steve Finley	Mail Services	Hedges & Compan				OH	44309	9601
13	Brett Edwards	Mail Services	Hitchcock Fleming				OH	44309	9601
14	Steve Finley	Mail Services	Hot Cards.com				OH	44309	9601
15	Brett Edwards	Mail Services	InnerWorkings/Sco				OH	44325	9601
16	Steve Finley	Mail Services	InnerWorkings/Tim				OH	44325	9601
17	Brett Edwards	Mail Services	Kent State Universi				OH	44242	0001

The 'Format Cells' dialog box is open, showing the 'Number' tab. The 'Category' is set to 'Text' and the 'Type' is 'Zip Code + 4'. The 'Locale (location)' is set to 'English (United States)'. The dialog box also includes tabs for Alignment, Font, Border, Patterns, and Protection, and a note at the bottom: 'Special formats are useful for tracking list and database values.'