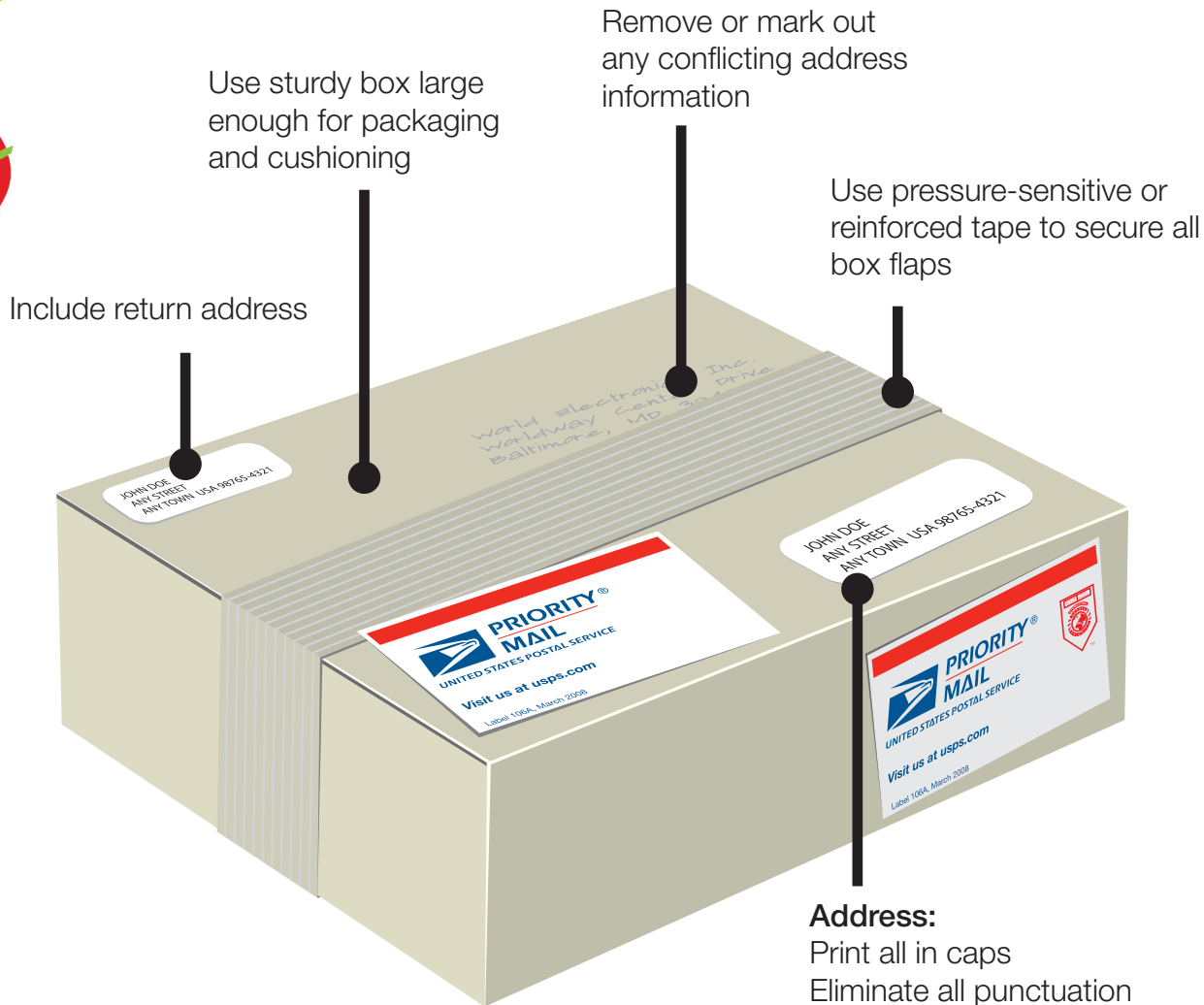


# QUICK TIPS FOR HOLIDAY MAILING



## Mail-by Dates:

- Dec. 15 Parcel Post
- Dec. 20 First-Class Mail
- Dec. 21 Priority Mail
- Dec. 22 Express Mail

## Address:

- Print all in caps
- Eliminate all punctuation
- Spell out city name
- Abbreviate state names
- Include apartment numbers
- Use abbreviations:
  - AVE (avenue)
  - ST (street)
  - LN (lane)
  - S (south)
  - E (east)
  - W (west)

