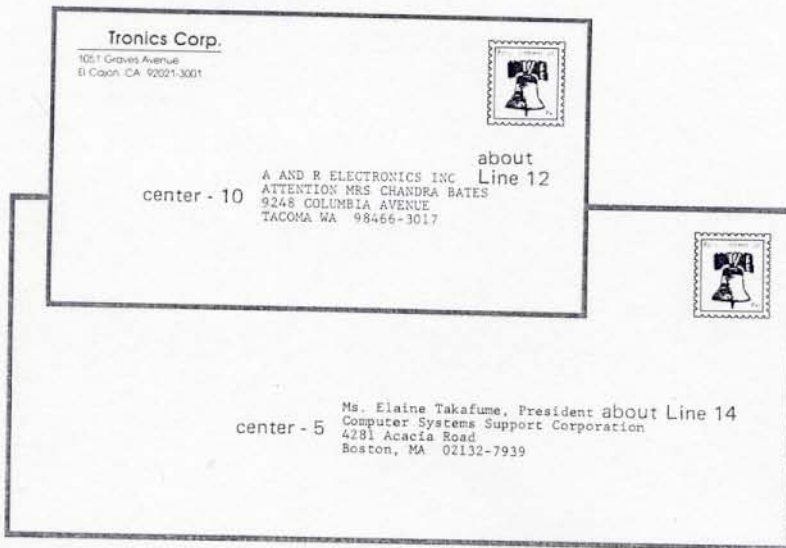


Addressing procedure

Envelope address. Set a tab stop (or margin stop if a number of envelopes are to be addressed) 10 spaces left of center for a small envelope or 5 spaces for a large envelope. Start the address here on Line 12 from the top edge of a small envelope and on Line 14 of a large one.

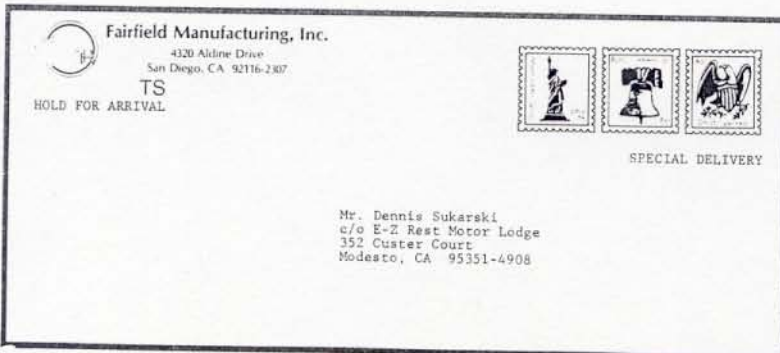
Style. Type the address in *block style*, single-spaced, without punctuation at the ends of lines, except when an abbreviation ends a line. Type the city name, state name or abbreviation, and ZIP Code on the last address line. The ZIP Code is usually typed 2 spaces after the state name.



Addressee notations. Type addressee notations, such as *Hold for Arrival, Please Forward, Personal, etc.*, a triple space below the return address and about 3 spaces from the left edge of the envelope. These notations may be underlined or typed in all capitals.

If an *attention line* is used, type it immediately below the company name in the address line.

Mailing notations. Type mailing notations, such as **SPECIAL DELIVERY** and **REGISTERED**, below the stamp and at least 3 line spaces above the envelope address. Type these notations in all capital letters.

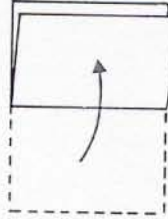


Folding and inserting procedure

Small envelopes (No. 6 $\frac{3}{4}$, 6 $\frac{1}{4}$)

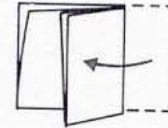
Step 1

With letter face up, fold bottom up to $\frac{1}{2}$ inch from top.



Step 2

Fold right third to left.



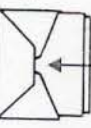
Step 3

Fold left third to $\frac{1}{2}$ inch from last crease.



Step 4

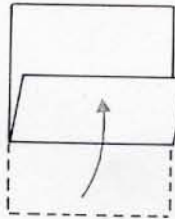
Insert last creased edge first.



Large envelopes (No. 10, 9, 7 $\frac{3}{4}$)

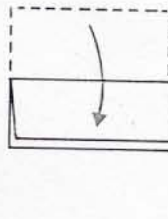
Step 1

With letter face up, fold slightly less than $\frac{1}{3}$ of sheet up toward top.



Step 2

Fold down top of sheet to within $\frac{1}{2}$ inch of bottom fold.



Step 3

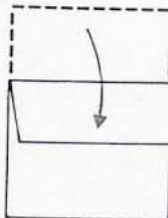
Insert letter into envelope with last crease toward bottom of envelope.



Window envelopes (letter)

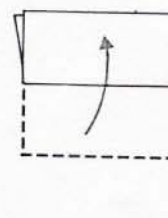
Step 1

With sheet face down, top toward you, fold upper third down.



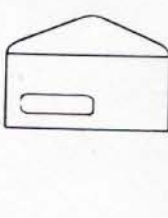
Step 2

Fold lower third up so address is showing.



Step 3

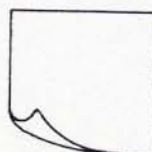
Insert sheet into envelope with last crease at bottom.



Window envelopes (invoices and other forms)

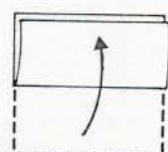
Step 1

Place sheet face down, top toward you.



Step 2

Fold back top so address shows.



Step 3

Insert into envelope with crease at bottom.

