

TYPE STYLE & SPACING

Eliminate all punctuation, except the hyphen between zip code and +4
Use plain block letters or a typeface such as Arial
Leave one or two spaces between words or between the state abbreviation and
Zip code or zip +4

OCR (Optical Character Reader) READABLE TYPE STYLES – ACCEPTABLE FONTS

AVOID HANDWRITTEN

Recommended Fonts
Maximum Font – Point Size 18
Minimum Font – Point Size 8 (Must Use All Upper Case Letters)
Recommended Font – Arial
Prefer PICA or ELITE 10 – 12 Point type

As a rule, do not use type styles defined as light, bold, extended, or condensed.
Also, do not use italic highly ornamental or script-like styles. Stylized and script
printing may not be used on mail claimed at automation rates.

UNACCEPTABLE TYPE STYLES

