

Position of the address on the envelope

Correct positioning of the address is necessary in order to:

- enable rapid optical reading of the addressee's address;
- facilitate manual sorting and delivery.

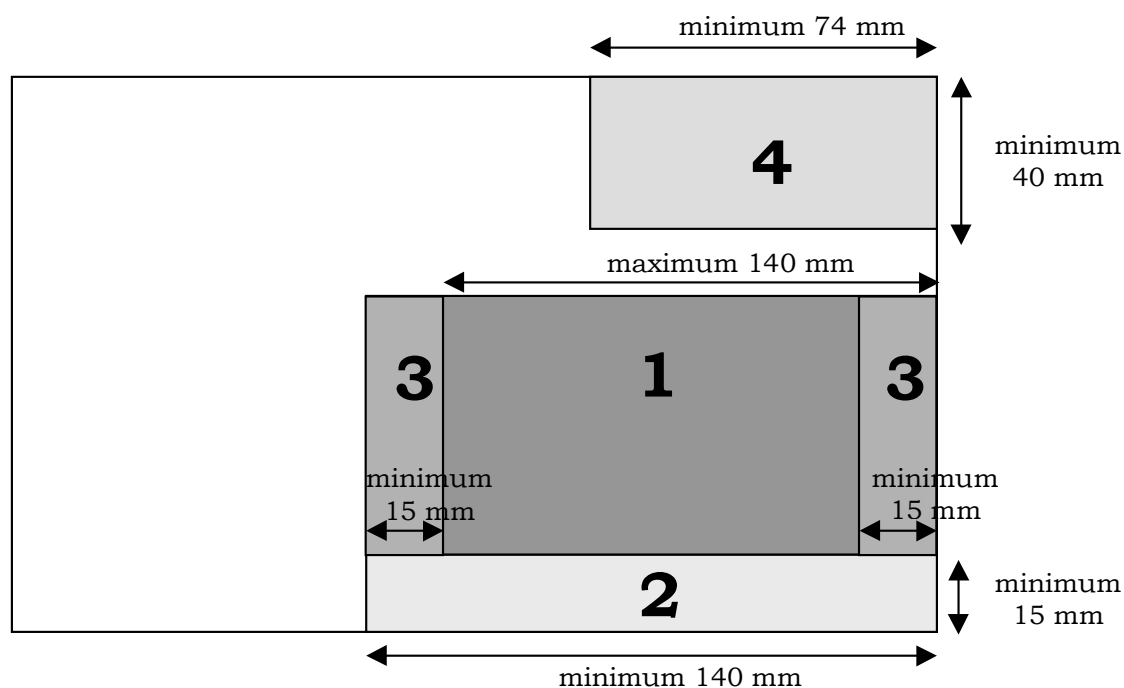
The area reserved for the addressee's address is on the front of the item:

- at least **15 mm** from the right-hand edge;
- at least **15 mm** from the bottom edge;
- at least **40 mm** (tolerance 2 mm) from the top edge;
- **140 mm** at most from the right-hand edge.

No wording or extraneous matter is to appear:

- **to the right** of the address;
- **below** the address;
- **to the left** of the address, within at least **15 mm** of the start;
- in an area **15 mm high** starting from the bottom edge of the item and **140 mm long** starting from the right-hand edge of the item; this area may be partly identical with those defined above.

These values are **those defined by the UPU** and set out in the Letter Post Regulations. Each country may adapt these values, taking care not to exceed the limits.



- 1 addressee's address area
- 2 indexing area (leave blank)
- 3 address detection area (leave blank)
- 4 area reserved for prepayment and cancellation