Postal Addressing Standards — Contents

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1 **Introduction**

11   Background

111   **Purpose**

Jointly developed by the Postal Service and mailing industry, standardized address information enhances the processing and delivery of mail, reduces undeliverable-as-addressed mail, and provides mutual cost reduction opportunities through improved efficiency. The standards include the uniform methods for matching addresses with the information in AIS products and formats for outputting addresses on mailpieces. This document describes both standardized address formats and content. It outlines the guidelines that govern how address information appears in the Address Information System (AIS) products. *Format* describes how the various elements appear on a mailpiece or in an address record. *Content* describes the characters that constitute the various address elements.

Our objectives in compiling a universal format for maintaining information in the Address Management System (source for the AIS products) and an output format are twofold:

- To facilitate customer use of AIS products, in particular, the ZIP+4 and City State files, thereby maximizing matching potential.

- To optimize the processing capability of automated equipment through improved address quality.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication or as shown in the current Postal Service ZIP+4 File), and uses the proper format for the address style (shown in this publication).

112   **Scope**

Postal units are adopting these standards, which are required by all internal processing systems and our licensees. This includes the National Change of Address (NCOA) System and Address Change Service (ACS). Mailers are encouraged to incorporate the standards as a means to improve service and deliverability.

113 **Additional Benefits**

There are additional benefits achieved through improved address quality and a standardized address format, such as increasing the potential deliverability of mail once processed and consistency in address information stored in customer files and directories. Our emphasis is to clarify addressing techniques and unusual addressing conventions to provide a uniform approach to matching these addresses through customer products and automated equipment.

12   Overview

121 **List Maintenance**

Postal Addressing Standards provides guidance on the most efficient means to output an address to a mailpiece. It is necessary to begin with list maintenance, or list management, to ensure that the content of the address is accurate and complete. A variety of address information products and services is available to assist in list maintenance. The standards facilitate the use of these products by providing a uniform file format for data entry of address information, as well as for extraction of information for matching purposes.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the current Postal Service ZIP+4 File.

122 **List Correction**

Once an address has been matched against the address information files, the address list should be corrected accordingly. It is important to understand that failing to correct your address list with the matched data could result in lower match rates as the USPS address information files are updated. Lower match rates equal higher postage rates. A *match* implies that suffixes, directionals, spellings, and city names as found in the files are correct and necessary for efficient processing and delivery of mail. Other important elements are apartment or suite numbers, post office box addresses, and a complete rural/highway contract route address (with route and box numbers).

Addresses that have been *standardized* contain all the necessary address elements as matched against the ZIP+4 and City State Files.

123 Updates

Once files are updated, establish list management procedures to ensure timely updates to maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

124 Address Output

Once an address list has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. Some postal addressing standards relate to format and readability factors. A standardized address should also be machine readable so it can be processed on high-speed optical character readers (OCRs). Publication 25, *Designing Business Letter Mail,* contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been barcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend you obtain a copy of Publication 25 from your local post office. If your mailpieces will be submitted for automation rates, the requirements in *Domestic Mail Manual* (DMM) A800 and C840 must be met.

125 Deliverability

The final benefit of address standardization is deliverability of a mailpiece. Complete addresses that have matched Postal Service files or directories have a better chance of being promptly and correctly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse delivery personnel or be misread by postal equipment does a lot to get the mail delivered on time. We are continuing to explore ways to improve the processing and delivery of mail in a timely, cost-effective manner. Address standardization is a positive step toward improved address quality and is a cost-effective operation for both postal customers and the Postal Service.

13 Address Information Systems Products and Services

The Postal Service offers a wide range of products and services to help mailers improve and maintain address quality. The products and services listed below can lower production and postage costs by reducing undeliverable-as-addressed mail and by qualifying more mailpieces for postage discounts.

For additional information or to order any address information products or services, contact the National Customer Support Center as indicated below:

- ACS — Address Change Service
- Address List Correction Service
- Address List Sequencing Service
- ADVANCE
- AEC — Address Element Correction
- ALMS — Address List Management System
- Barcoding and Address Standardization
- CASS — Coding Accuracy Support System
- CDS — Computerized Delivery Sequence File
- City State File
- CRIS — Carrier Route Information System File
- Delivery Sequence File
- Delivery Statistics File
- Drop Ship Address and ZIP Carrier File
- *FASTforward*SM
- Five-Digit ZIP Code File
- LACS — Locatable Address Conversion System
- National Five-Digit ZIP Code and Post Office Directory
- National ZIP+4 Code Printer State Directories
- NCOA — National Change of Address
- NDI — National Deliverability Index
- PAVE — Presort Accuracy Validation and Evaluation
- POSTNET Barcode Certification
- RIBBS — Rapid Information Bulletin Board System
- TIGER/ZIP FILE
- Z4CHANGE
- ZIP+4 State Directory CD-ROM
- ZIPMOVE

CUSTOMER SUPPORT DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
1-800-238-3150

2 **Postal Addressing Standards**

21   General

211   **Standardized Delivery Address Line and Last Line**

The Delivery Address Line and the Last Line of addresses output to the mailpiece should be complete, standardized, and validated with the ZIP+4 File and City State File, respectively.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations (shown in this publication) or as shown in the current Postal Service ZIP+4 File.

ABC MOVERS **1500 E MAIN AVE STE 201** **SPRINGFIELD VA 22162-1010**	Recipient Line Delivery Address Line Last Line

212 **Format**

Format all lines of the address with a uniform left margin. Uppercase letters are preferred on all lines of the address block.

MR JOHN DOE
123 MAGNOLIA ST
HEMPSTEAD NY 11550-1234   Address Block

Lowercase letters in various type styles are acceptable provided they meet postal guidelines for OCR readability. Chapter 4 of Publication 25 provides complete guidelines for OCR readability that should be met when preparing a standardized mailpiece. Section C800 of the DMM contains OCR readability requirements that must be met for automation rates (other rates may also apply).

213 **Secondary Address Unit Designators**

Secondary address unit designators, such as *APARTMENT* or *SUITE,* are preferred to be printed on the mailpiece for address locations containing secondary unit designators. The preferred location is at the end of the Delivery Address Line. The pound sign (#) should not be used as a secondary unit designator if the correct designation, such as *APT* or *STE,* is known or is shown in the ZIP+4 File.

102 MAIN ST APT 101

1356 EXECUTIVE DR STE 202

1600 CENTRAL PL BLDG 14

55 SYLVAN BLVD RM 108

213.1 **Common Designators**

The most common unit designators are:

APARTMENT	**APT**
BUILDING	**BLDG**
FLOOR	**FL**
SUITE	**STE**
UNIT	**UNIT**
ROOM	**RM**
DEPARTMENT	**DEPT**

Note: See Appendix C.2 for approved designators.

213.2 **Pound Sign (#)**
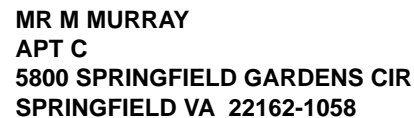
If the pound sign (#) is used, there must be a space between the pound sign and the secondary number.

425 FLOWER BLVD # 72

213.3 **Alternate Location**

If all Delivery Address Line information cannot be continued in the Delivery Address Line above the city, state, and ZIP Code, place secondary address information on the line immediately above the Delivery Address Line.

MR M MURRAY
APT C
5800 SPRINGFIELD GARDENS CIR
SPRINGFIELD VA 22162-1058

214 **Attention Line**

The Attention Line is placed above the Recipient Line, that is, above the name of the firm to which the mailpiece is directed.

JOHN DOE
ABC COMPANY
1401 MAIN ST
FALLS CHURCH VA 22042-1441

ATTN JOHN DOE
ABC COMPANY
1401 MAIN ST
FALLS CHURCH VA 22042-1441

215 **Dual Addresses**

Eliminate dual addresses on the output mailpiece, if possible, although mailer files may maintain both mailing and physical addresses. However, if dual addresses are used, place the intended delivery address on the line immediately above the city, state, and ZIP+4 code. This normally is the Post Office Box address. The other address must be placed on a separate line above the Delivery Address Line. The ZIP+4 code used must be the correct code for the delivery address on the line directly above the city, state, and ZIP Code.

```
1201 BROAD ST E
PO BOX 1001
FALLS CHURCH VA   22062-1001
```

Mailer File

```
PO BOX 1001
FALLS CHURCH VA  22041-1001
```

```
1201 BROAD ST E
FALLS CHURCH VA  22042-2102
```
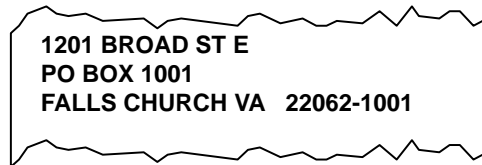
Mailpiece

22   Last Line of the Address

221   **City Names**

It is strongly recommended that addresses use only approved Last Line (city) names as described in the Postal Service City State File currently in effect.

City names with the City State Mailing Name indicator flag set to YES in the City State File are considered part of a complete and standardized address; city names with the flag set to NO in the City State File should not be used in a complete and standardized address. For a complete and standardized address, abbreviations for city or state names must be shown in the Postal Service City State File. If you are preparing prebarcoded mail, city names set to NO for mailing name can be used.

222   **Punctuation**

With the exception of the hyphen in the ZIP+4 code, punctuation may be omitted in the delivery address block.

MR. WALTER W. WITHERSPOON JR.
MDM ENTERPRISES, INC.
1401 S. MAIN ST.
PLUMMER'S LANDING, KY 41081-1411

Acceptable

MR WALTER W WITHERSPOON JR
MDM ENTERPRISES INC
1401 S MAIN ST
PLUMMERS LANDING KY 41081-1411

Preferred

223 **Spelling of City Names**

Spell city names in their entirety. When abbreviations must be used due to labelling constraints, use only the approved 13-character abbreviations provided in the City State File.

Note: Normally, the abbreviations follow the logic of using existing abbreviations, such as for suffix or directional words.

W STOCKBRIDGE

NEWBERRY SPGS

Acceptable

WEST STOCKBRIDGE

NEWBERRY SPRINGS

Preferred

224   Format

Format the Last Line with at least one space between the city name, two-character state abbreviation, and ZIP+4 code.

> **TAMPA FL 33630-9998**
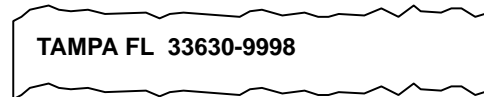
Note: Two spaces are preferred between the state abbreviation and ZIP+4 code.

225   Military Addresses

225.1   Overseas Locations

Overseas military addresses must contain the APO or FPO designation along with a two-character "state" abbreviation of *AE, AP,* or *AA* and the ZIP Code or ZIP+4 code.

> **APO AE 09001-5275**

> **FPO AP 96606-2783**

> **APO AA 34035-4198**
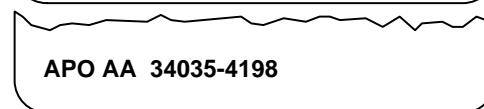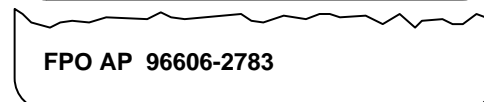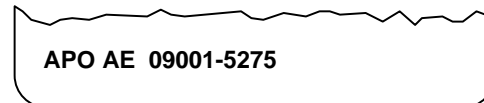
AE is used for armed forces in Europe, the Middle East, Africa, and Canada; *AP* is for the Pacific; and *AA* is the Americas excluding Canada.

225.2   Domestic Locations

Use only the approved city name as listed in the City State File, along with the two-character state abbreviation and the ZIP Code or ZIP+4 code.

> **MINOT AFB ND 58705-1253**
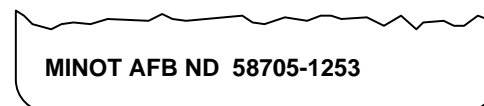
226   Preprinted Delivery Point Barcodes

The preprinted Delivery Point barcode must be correct for the delivery address, city, state, and ZIP+4 code that appear on the mailpiece.

- See Publication 25, *Designing Business Letter Mail,* Chapter 5.
- See DMM A800 and C840 for the barcode requirements that must be met to qualify for automation rates.
- For a list of vendors certified for various barcoding products, please visit our Website at www.usps.gov or call 1-800-238-3150.

23   Delivery Address Line

231   **Components**

The Delivery Address Line, as matched against the ZIP+4 File, must be broken down into its individual components on the mailpiece with one space between address elements.

These components are the primary address number, predirectional, street name, suffix, postdirectional, secondary address indentifier, and secondary address range.

The Postal Service uses the parsing logic below to enter address information into the files. When parsing the Delivery Address Line into the individual components, start from the right-most element of the address and work toward the left. Place each element in the appropriate field until all address components are isolated. This process facilitates matching files with AIS products and produces the correct format for output to a mailpiece.

Note: Mailers may use any parsing logic to achieve the same result.

101 MAIN ST

101 MAIN ST APT 12

101 W MAIN ST APT 12

101 W MAIN ST S APT 12
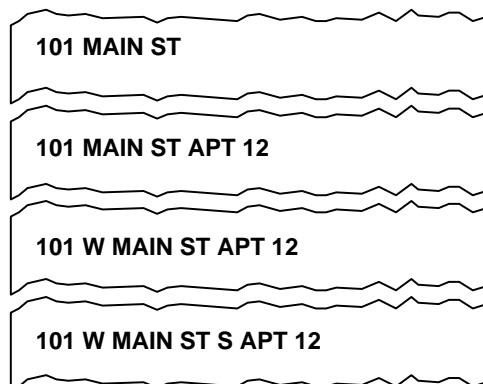
232   **Street Name**

Information found in the primary name field of the ZIP+4 File is used as the street name. The ZIP+4 File indicates the preferred primary street name to ensure that the correctly designated primary street record is matched during the address standardization processes.

Punctuation is normally limited to periods, slashes, and hyphens:

- Periods: 39.2 RD
- Slashes (fractional addresses): 101 1/2 MAIN ST
- Hyphens (hyphenated addresses): 289-01 MONTGOMERY AVE

```
MID-ISLAND PLZ
```

Acceptable

```
MID ISLAND PLZ
```

Preferred

Note: Hyphens in the address range are significant and are not removed. Hyphens in the street or city name, however, normally are not significant and may be replaced with a space.

233 Directionals

This is a term the Postal Service uses to refer to the part of the address that gives directional information for delivery (i.e., N, S, E, W, NE, NW, SE, SW).

233.1 Abbreviations

Abbreviate directionals (if they are one of the eight standard directionals listed in AIS files) to the appropriate one- or two-character abbreviation.

```
234 NW SMITH ST
```

```
678 MAIN DR S
```

```
101 N BAY DR
```

```
599 BAY BLVD SW
```

233.2 Single Directionals

233.21 Predirectional Field

When parsing the address from right to left, if a directional word is found as the first word in the street name and there is no other directional to the left of it, abbreviate it and locate it in the predirectional field of the ZIP+4 File for standardization purposes.

```
NORTH BAY ST
```

```
EAST END AVE
```

Acceptable

```
N BAY ST
```

```
E END AVE
```

Preferred

233.22 Postdirectional Field

When parsing from right to left, if a directional word is located to the right of the street name and suffix, abbreviate it and locate it in the postdirectional field.

```
BAY DRIVE WEST
```

Acceptable

```
BAY DR W
```

Preferred

233.23 Two Directionals

When two directional words appear consecutively as one or two words, before the street name or following the street name or suffix, then the two words become either the pre- or the postdirectionals. Exceptions are any combinations of *NORTH-SOUTH* or *EAST-WEST* as consecutive words. In these cases the second directional becomes part of the primary name and is spelled out completely in the primary name field.

NORTH EAST MAIN ST

BAY AVE SOUTHWEST

NORTH SOUTH OAK ST

MAPLE CT EAST WEST

Acceptable

NE MAIN ST

BAY AVE SW

N SOUTH OAK ST

MAPLE COURT EAST W
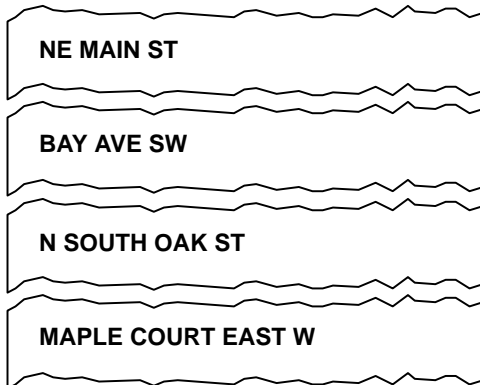
Preferred

The other exception is when the local address information unit has determined that one of the directional letters is used as an alphabet indicator and not as a directional.

COUNTY ROAD N EAST   Acceptable

COUNTY ROAD N E   Preferred
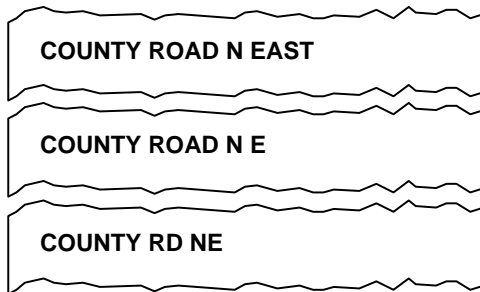
COUNTY RD NE   Unacceptable

Note: In this example, the two-word directional is the primary street name.

SOUTHEAST FREEWAY NORTH   Acceptable
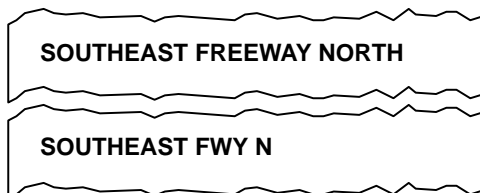
SOUTHEAST FWY N   Preferred

233.3 **Directional as Part of Street Name**

When parsing from right to left, if the directional word appears between the street name and the suffix, then it appears as part of the primary name spelled out in the ZIP+4 File and is spelled out on the mailpiece.

BAY W DRIVE

NORTH AVENUE

Acceptable

BAY WEST DR

NORTH AVE
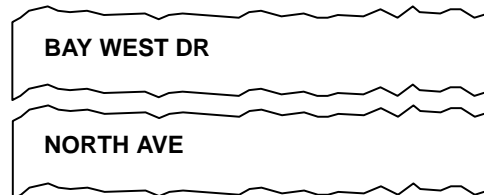
Preferred

The exception is when the local AIS unit has determined that the letters (E, N, S, or W) are used as alphabet indicators and not as directionals.

BAY A DR

BAY B DR

BAY C DR

BAY E DR
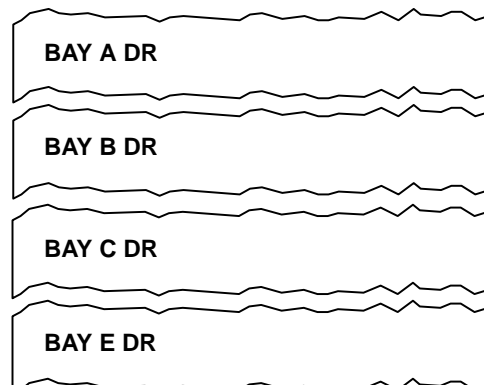
234 **Suffixes**

234.1 **Abbreviations**

The suffix of the address should conform with the standard suffix abbreviations listed in the ZIP+4 File (see Appendix C).

234.2 **Two Suffixes**

If an address has two consecutive words that appear on the suffix table (Appendix C), abbreviate the second of the two words according to the suffix table and place it in the suffix field. The first of the two words is part of the primary name. Spell it out on the mailpiece in its entirety after the street name.

789 MAIN AVENUE DRIVE

4513 3RD STREET CIRCLE WEST

1000 AVE E

Acceptable

789 MAIN AVENUE DR

4513 3RD STREET CIR W
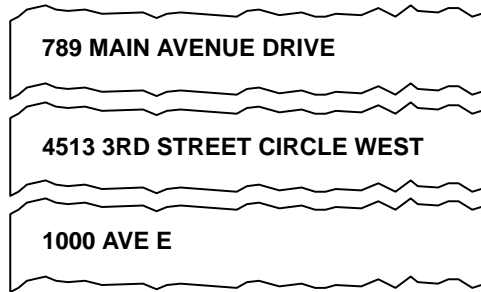
1000 AVENUE E
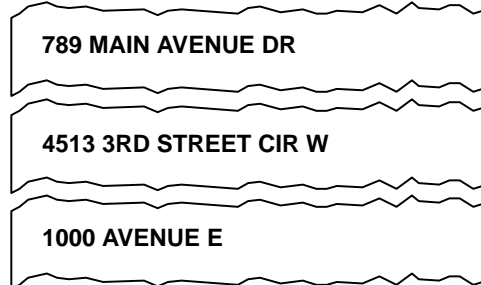
Preferred

235 Numeric Street Names

Numeric street names, for example, *7TH ST* or *SEVENTH ST,* should be output on the mailpiece exactly as they appear in the ZIP+4 File.

Spell out numeric street names only when there are duplicate street names within a postal delivery area and the only distinguishing factor is that the one you matched is spelled out.

236 Corner Addresses

Corner addresses are replaced by physical street addresses in all AIS files.

5TH AND HIGH

Acceptable

514 HIGH ST
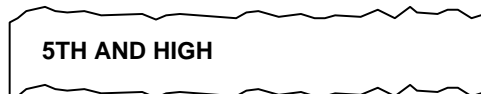
Preferred

237 **Highways**

The following are recommended standardized examples of county, state, and local highways (see Appendix F for an expanded table).

Address	Name
101	COUNTY ROAD 20
11216	COUNTY HIGHWAY 140
1501	HIGHWAY 50
220	INTERSTATE 680
22604	ROAD 123
1650	STATE HIGHWAY 335
7777	STATE ROUTE 39
1155	US HIGHWAY 70
3000	TOWNSHIP ROAD 20

238 **Military Addresses**

238.1 **Overseas Locations**

The Delivery Address Line for all APO/FPO military mail must be standardized as follows:

PSC (CMR OR UNIT) NNNN
BOX NNNN OR
SHIP'S NAME

Typical Delivery Address Line Content

PSC 1650 BOX 10

Delivery Address Line Examples

CMR 830 BOX 51

UNIT 908 BOX 111

USS SEA DEVIL SSN-664

Complete Address Examples

SSGT KEVIN TAYLOR
UNIT 2050 BOX 4190
APO AP 96278-2050

SGT ROBERT SMITH
PSC 802 BOX 74
APO AE 09499-0074

SEAMAN JOSEPH DOE
USCGC HAMILTON
FPO AP 96667-3931

238.2 Domestic Locations

All domestic military mail must have a conventional street style address (see section 231).

24   Rural Route Addresses

241 Format

Print rural route addresses on mailpieces as: RR N BOX NN. Do not use the words *RURAL, NUMBER, NO.,* or the *pound sign (#).*

RR 2 BOX 152

RR 9 BOX 23A

242 **Leading Zero**

A leading zero before the rural route number is not necessary.

```
RR03 BOX 98D
```

Acceptable

```
RR 3 BOX 98D
```

Preferred

243 **Hyphens**

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 File.

```
RR 4 BOX 19-1A
```
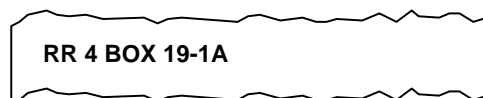
244 **Designations RFD and RD**

Change the designations *RFD* and *RD* (as a meaning for rural or rural free delivery) to *RR*.

```
RFD ROUTE 4 #87A
```

Incorrect

```
RR 4 BOX 87A
```
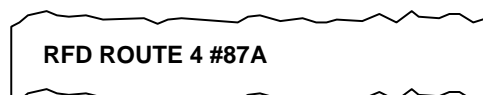
Correct

245 **Additional Designations**

There should be no additional designations, such as town or street names, on the Delivery Address Line of rural route addresses. Because street names used together with route and box numbers can create potential matching difficulty, mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

RR 2 BOX 18 BRYAN DAIRY RD

Incorrect

RR 2 BOX 18

Correct

246 ZIP+4

When applying a ZIP+4 code to a rural address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 code representing the range for that box number. When box number information is not available, the Rural Route base record must be used.

25 Highway Contract Route Addresses

251 Format

Print highway contract route addresses on a mailpiece as: HC N BOX NN. Do not use the words *HIGHWAY CONTRACT, ROUTE, NUMBER, NO., STAR ROUTE,* or the *pound sign (#).*

HIGHWAY CONTRACT ROUTE 68 BOX 23A

Incorrect

HC 68 BOX 23A

Correct

252 Leading Zero

A leading zero before the highway contract route number is not needed.

HC068 BOX 98D

Acceptable

HC 68 BOX 98D

Preferred

253 **Hyphens**

Print hyphens as part of the box number only when they are part of the address in the ZIP+4 File.

> **HC 68 BOX 19-2B**

254 **Star Route Designations**

Change the designation *STAR ROUTE,* which usually refers to highway contract route, to *HC.*

> **STAR ROUTE 68 BOX # 45**

Incorrect

> **HC 68 BOX 45**

Correct

255 **Additional Designations**

There should be no additional designations, such as town or street names, on the Delivery Address Line of highway contract route addresses. Street names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. If secondary name information is used, however, place it above the Delivery Address Line.

> **HC 72 BOX 18 BRYAN DAIRY RD**

Incorrect

> **HC 72 BOX 18**

Correct

256 **ZIP+4**

When applying a ZIP+4 code to a highway contract route address, an exact match is preferred. If a box number is included in the address, the mailpiece must bear the appropriate ZIP+4 code representing the range for that box number. When box number information is not available, the highway contract base record must be used.

26   General Delivery Addresses

261   **Format**

Use the words *GENERAL DELIVERY,* uppercase preferred, spelled out (no abbreviation), as the Delivery Address Line on the mailpiece. Each record will carry the -9999 add-on code.

> **MR JOHN ADAMS**
> **GENERAL DELIVERY**
> **TAMPA FL 33602-9999**

262   **ZIP Code or ZIP+4**

The ZIP Code or ZIP+4 code must be correctly applied for the general delivery record as found in the ZIP+4 File.

27   United States Postal Service Addresses

271   **Format**

Mail addressed to the United States Postal Service must contain a complete address.

Addresses may be located in the ZIP+4 File as street, firm, or Post Office Box records (record type S, F, or P, respectively). Most records carry the -9998 add-on code. However, many areas use different add-on codes.

> **JOHN DOE**
> **POSTMASTER GENERAL**
> **UNITED STATES POSTAL SERVICE**
> **475 LENFANT PLZ SW RM 10022**
> **WASHINGTON DC 20260-0010**

> **JOHN DOE**
> **MANAGER MARKETING AND SALES**
> **UNITED STATES POSTAL SERVICE**
> **123 MAIN ST**
> **ANYTOWN US 12345-9998**

> **JOHN DOE**
> **MANAGER CUSTOMER SERVICE SUPPORT**
> **UNITED STATES POSTAL SERVICE**
> **PO BOX 4237**
> **ANYTOWN US 12345-4237**

272 **ZIP Code or ZIP+4**

The ZIP Code or ZIP+4 code must be correctly applied for the United States Postal Service record as found in the ZIP+4 File.

28   Post Office Box Addresses

281 **Format**

Post Office Box addresses are output as *PO BOX NN* on the mailpiece.

PO BOX 11890

PO BOX G
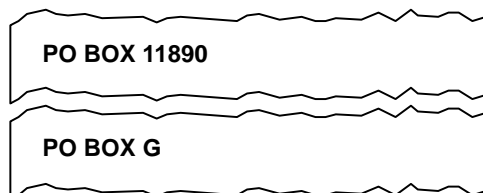
282 **Leading Zero**

Post Office Box numbers that are preceded by significant leading zeroes are identified in the ZIP+4 File by a hyphen (-) preceding the box number. Convert the hyphen into a zero on the output mailpiece.

PO BOX -0145

ZIP+4 File

PO BOX 00145
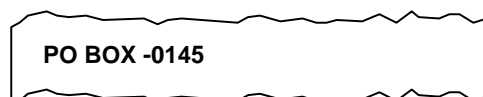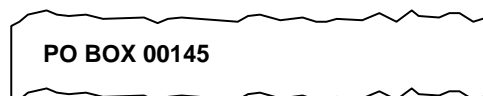
Mailpiece

283 **Designations**

PO Box addresses often appear with the word *CALLER, FIRM CALLER, BIN, LOCKBOX,* or *DRAWER.* Change these to *PO BOX* as output on a mailpiece.

ABC COMPANY
DRAWER L

Incorrect

ABC COMPANY
PO BOX L

Correct

284   **Private Mailbox Addresses**

Private companies may uniquely identify, by number, individuals or offices within their company for the purpose of simplifying their internal mail distribution. Print this number, called a *MailStop Code* (MSC), above the Recipient Line or the Attention Line. The words *POST OFFICE BOX* or *PO BOX* and the private mailbox number **cannot** be used on the Delivery Address Line. Only the Postal Service is entitled to provide delivery to a PO Box.

> **MSC 1587**
> **ABC COMPANY**
> **12 E MAIN AVE STE 209**
> **KRYTON TN 38188-3637**

> **MSC 1587**
> **ABC COMPANY**
> **PO BOX 7530**
> **KRYTON TN 38188-7530**

The Delivery Address Line is the standardized address of the private company.

Private companies offering mailbox rental services to individuals and businesses are considered commercial mail receiving agencies (CMRA). Addresses on mail received at a CMRA must adhere to specific requirements in the use of their private mailbox number (PMB). Mail sent to an addressee at a CMRA must include either the PMB identifier or the #, followed by the appropriate private mailbox number. Use of any other identifier is prohibited. Either a three line or four line address format can be used with a CMRA address and the PMB or # identifier, with the exception noted below. Where the CMRA's physical address requires its own secondary address element, the PMB or # address must follow the specific format rules stated below. It is not permissable to combine the secondary address element of the mailing address for the CMRA and the CMRA customer's private box number.

Examples:

> **JOE DOE**
> **PMB 234**
> **RR 1 BOX 12**
> **HERNDON VA 22071-2716**

> **JOE DOE**
> **#234**
> **10 MAIN ST STE 11**
> **HERNDON VA 22071-2716**

```
JOE DOE
123 MAIN ST #4545
HERNDON VA 22071-2716
```

```
JOE DOE
PO BOX 159753 PMB 3571
HERNDON VA 22071-2716
```

Exception:

When the CMRA mailing address contains a secondary address element (e.g. rural route box number, suite, # or other term), the CMRA customer must use PMB when utilizing a three line address format:

Examples:

```
JOE DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716
```

```
JOE DOE
RR 1 BOX 12 PMB 596
HERNDON VA 22071-2716
```

UNACCEPTABLE

```
JOE DOE
10 MAIN ST STE 11 # 234
HERNDON VA 22071-2716
```

```
JOE DOE
RR 1 BOX 12 # 596
HERNDON VA 22071-2716
```

29 Puerto Rico Addresses

291 **Format**

Puerto Rico's common addressing consists of various formats, such as:

1234 AVE ASHFORD APT 1A
SAN JUAN PR 00907-1021

Number, Street, and Apt. No.
City, State, and ZIP+4

Apartment Building with Street Address

COND LAS AMAPOLAS
1230 CALLE AMAPOLAS APT 103
CAROLINA PR 00979-1126

Condominium Name
Number, Street, and Apt. No.
City, State, and ZIP+4

Condominium with Street Address

MR JOHN DOE
1234 URB LOS OLMOS
PONCE PR 00731-1235

Name
Number and Urbanization
City, State, and ZIP+4

Exception

MRS JANE DOE
URB LAS GLADIOLAS
150 CALLE A
SAN JUAN PR 00926-0221

Name
Urbanization
Street and Number
City, State, and ZIP+4

Four-line Address

MR JOHN DOE
1234 CALLE AURORA
MAYAGUEZ PR 00680-1234

Name
Number and Street
City, State, and ZIP+4

Three-line Address

MR JOHN DOE
1234 URB LOS OLMOS
PONCE PR 00731-1235

Name
Number and Urbanization
City, State, and ZIP+4

Exception

```
┌─────────────────────────────────────┐
│  1234 AVE ASHFORD APT 1A             │   Number, Street, and Apt. No.
│  SAN JUAN PR  00907-1021             │   City, State, and  ZIP+4
└─────────────────────────────────────┘
```

Apartment Buildings — Condominiums

```
┌─────────────────────────────────────┐
│                                     │
│  COND LAS AMAPOLAS                  │   Condominium Name
│  1230 CALLE AMAPOLAS APT 103        │   Number, Street, and Apt. No.
│  CAROLINA PR  00979-1126            │   City, State, and  ZIP+4
│                                     │
└─────────────────────────────────────┘
```

Condominium with Street Address

```
┌─────────────────────────────────────┐
│                                     │
│  MR RALPH DOE                       │   Name
│  COND GARDEN HILLS PLAZA            │   Condominium Name
│  TORRE 2 APT 905                    │   Building No. and Apt. No.
│  GUYANABO PR  00966-2325            │   City, State, and  ZIP+4
│                                     │
└─────────────────────────────────────┘
```

Exception

```
┌─────────────────────────────────────┐
│                                     │
│  D MR JOHN DOE                      │   Name
│  COND DEL MAR APT 103               │   Condominium Name and Apt. No.
│  SAN JUAN PR  00907-1112            │   City, State, and  ZIP+4
│                                     │
└─────────────────────────────────────┘
```

Exception

Certain condominiums are not located on a named street or have an
assigned number to the building. The name of the condominium is
substituted for the street name.

```
┌─────────────────────────────────────┐
│                                     │
│  MR JUAN DOE                        │   Name
│  RES LAS MARGARITAS                 │   Residential Name
│  EDIF 1 APT 104                     │   Building No. and Apt. No.
│  CAGUAS PR  00725-1103              │   City, State, and  ZIP+4
│                                     │
└─────────────────────────────────────┘
```

The word *CALLE* is commonly placed before the street name and number.
CALLE means *STREET* in Spanish, and placing the word *CALLE* prior to
other address components is proper utilization based on Spanish
composition. In addition to the word *CALLE,* the word *AVENIDA* or its
abbreviation *AVE* may also appear in this position.

292 **Urbanization**

Urbanization denotes an area, sector, or development within a geographic
area. In addition to being a descriptive word, it precedes the name of the
area. This *URB* descriptor, commonly used in urban areas of Puerto Rico, is
an important part of the addressing format, as it describes the location of a
given street.

```
MR JOHN SMITH                          Name
URB FAIR OAKS                          Urbanization
AVE WILSON CHURCHILL 123               Street and Number
RIO PIEDRAS PR  00926-0123             City, State, and  ZIP+4
```

293 Common Translations

The following is a list of commonly used phrases that may appear in Puerto Rico addresses:

Spanish	English
Apartado	PO Box
Buzon	Box
Buzon Rural	Rural Box
Ruta Rural	Rural Route
Ruta Estrella	Highway Contract
Edificio	Building

```
MR JOHN DOE
APARTADO 825
SAN JUAN PR  00936-0825
```

Proper Spanish Format

```
MR JOHN DOE
PO BOX 825
SAN JUAN PR  00936-0825
```

English Version

The following is a list of Spanish words and their corresponding abbreviations:

Spanish Word	Abbreviation	Spanish Word	Abbreviation
Apartamento	**APT**	Extencion	**EXT**
Barriada	**BDA**	Hospital	**HOSP**
Building	**BLDG**	Industrial	**IND**
Bloque	**BL**	Jardines	**JARD**
Barrio	**BO**	Mansiones	**MANS**
Carretera	**CARR**	Parcelas	**PARC**
Caserio	**CAS**	Quebrada	**QBDA**
Condominio	**COND**	Reparto	**REPTO**
Cooperativa	**COOP**	Residencial	**RES**
Corporacion	**CORP**	Sector	**SEC**
Departamento	**DEPT**	Terraza	**TERR**
Edificio	**EDIF**	Urbanization	**URB**
Entrega General	**GEN DEL**	Villa	**VIL**

294 Spanish Directionals

Directionals are not commonly used in Puerto Rico addresses because other descriptions, such as urbanization, identify geographic areas. When they do appear in addresses, however, they may appear as follows:

Spanish		English	
Directional	**Abbreviation**	**Directional**	**Abbreviation**
Norte	**N**	North	**N**
Noreste	**NE**	Northeast	**NE**
Noroeste	**NO**	Northwest	**NW**
Sur	**S**	South	**S**
Sureste	**SE**	Southeast	**SE**
Suroeste	**SO**	Southwest	**SW**
Este	**E**	East	**E**
Oeste	**O**	West	**W**

Note: The only discrepancies between English and Spanish abbreviations occur in West directionals. In the ZIP+4 File, the English equivalents are used.

295 Delivery Address Line

295.1 General

The components of the Delivery Address Line are the primary address number, street name, secondary address identifier, and secondary address range.

```
125 CALLE MAIN
URB HIGHLAND GARDENS
COND LAS AMAPOLIAS APT 103
```
Primary Address No. and Street
Name Secondary Address
Identifier Street and Number

Note: In Puerto Rico there are usually no directionals or suffixes.
Additionally, most apartment buildings do not have a street address. In
this situation, the building name is part of the primary address identifier. If
directionals are present in an address, they are part of the street name.
Do not translate to directionals.

```
1510 CALLE 3 NO
```
NO = Northwest

```
1620 CALLE 17 SO
```
SO = Southwest

295.2 Street Names

Do not abbreviate street names if at all possible. Consult the abbreviation
tables prior to making any abbreviation. For matching purposes, eliminating
the word *CALLE* from named streets is recommended. Always print *CALLE,
AVENIDA,* etc. on the mailpiece.

```
CALLE JULIO ENRIQUE VIZCARRONDO 150
```

Incorrect

```
150 JULIO ENRIQUE VIZCARRONDO
```

Correct

295.3 **Numbered Streets**

Numbered streets must always contain the word *CALLE.* This avoids misinterpretation of the delivery information between numbered streets and house numbers.

> **CALLE 1 A17**

> **CALLE 191 B113**

Incorrect

> **A17 CALLE 1**

> **B113 CALLE 191**
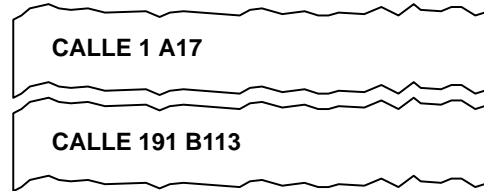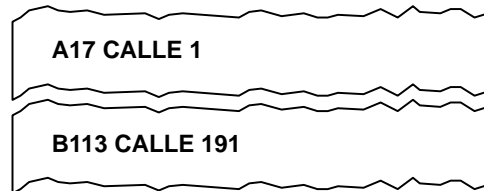
Correct

Note: Do not translate CALLE to the suffix ST. This translation makes the address undeliverable.

295.4 **House Numbers**

House numbers may have fractional or alphabetic modifiers. To make an address more deliverable because of alphanumeric ranges, place the house number before the street name.

> **CALLE 117 A-19**

Incorrect

> **A19 CALLE 117**
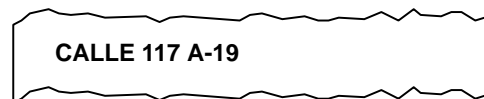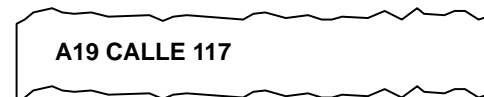
Correct

Due to the amount of numbers within a block and a house number in Puerto Rico addresses, many identifiers are used to separate address elements, including *BLOQUE, NUM, NO, CASA,* and *LOTE.* None of the identifiers are part of the address, and they are not in the AIS files.

Certain rules have to be established to eliminate these identifiers from address files. Placing the house number before the street name is recommended.

When placing alphanumeric house numbers prior to the street name, avoid using hyphens.

A-17 CALLE AMAPOLA

B-17A CALLE 1

Incorrect

A17 AMAPOLA

B17A CALLE 1
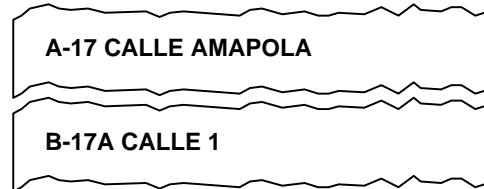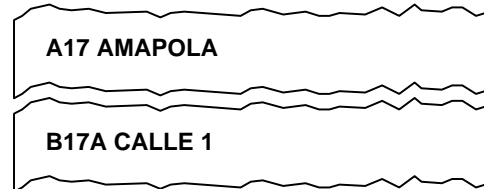
Correct

However, hyphens in the address range may be significant. When addresses contain up to three-digit numeric block numbers, it is necessary to include a hyphen.

CALLE 19 BLQ 199 123

CALLE 117 BLOQUE 23 NUM 18

Incorrect

199-123 CALLE 19

23-18 CALLE 117
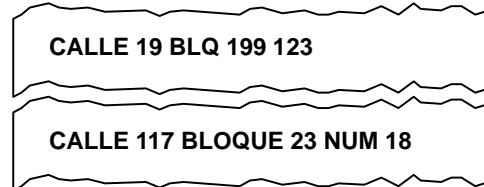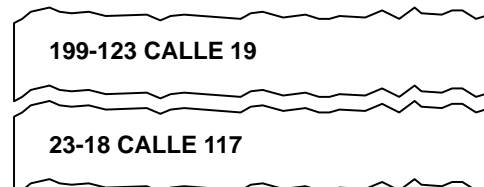
Correct

This process facilitates matching customer files against AIS since hyphens are present in the AIS files.

295.5 **Urbanization**

Because urbanizations are the most important part of the address, they are abbreviated to *URB* followed by the urbanization name.

```
URBANIZATION GOLDEN GATE
```

Incorrect

```
URB GOLDEN GATE
```

Correct

Urbanizations are not repeated within five-digit zones and in most cases are served by one single carrier route. Therefore, a list of urbanization names serves for Five-Digit ZIP Code verification.

Note: Certain urbanizations are known as extensiones, mansiones, repartos, villas, parques, and jardines. When these names are present, there is no need to place the abbreviation URB prior to the name of the urbanization.

```
A17 JARD FAGOTA
PONCE PR 00731
```

```
B133 URB GOLDEN GATE
SAN JUAN PR 00920
```

Note: Some areas in Puerto Rico served in urbanizations do not have a street name. The urbanization becomes a street name and is located in the primary identifier of the AIS files.

295.6 **Post Office Box**

Print Post Office Box addresses as *PO BOX* on the mailpiece.

```
PO BOX 1195
```

PO Box addresses often appear with the words *CALLER, CALL BOX, GPO BOX, PO BOX S-1190, APTDO, APARTADO, BOX, BUZON.* These are changed to *PO BOX* as output to a mailpiece.

XYZ COMPANY
APARTADO 2018

ABC COMPANY
GPO BOX 1118

Incorrect

XYZ COMPANY
PO BOX 2018

ABC COMPANY
PO BOX 1118

Correct

In certain areas, the station name appears in the line above the city, state, and ZIP Code. We recommend that it is either eliminated from the output address or relocated, placing *PO BOX* above the city and state and placing the station name on the line above. Station names are not present on the ZIP+4 File.

PO BOX 1190
OLD SAN JUAN STA
SAN JUAN PR 00902-1190

Incorrect

OLD SAN JUAN STA
PO BOX 1190
SAN JUAN PR 00902-1190

Correct

295.7 Rural Route

Rural route addresses are output on a mailpiece as *RR N BOX NN*. Do not use the words *RURAL, RUTA RURAL, BUZON,* or *BZN*.

RR 2 BOX 152

A leading zero before the rural route number is not necessary.

> **RR03 BOX 9800**

Incorrect

> **RR 3 BOX 9800**

Correct

The designations *RFD, RD,* and *RT* (meaning rural route) are changed to *RR.*

> **RFD ROUTE 4 BZN 1725**

Incorrect
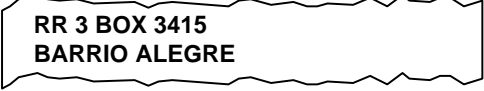
> **RR 4 BOX 1725**

Correct

There should be no additional designations, such as sector names, on the Delivery Address Line of rural addresses. Sector names used together with route and box numbers can create potential matching difficulty. Mailers are encouraged to use only one style of addressing. Eliminate this information in Puerto Rico addresses.

> **RR 2 BOX 1980**
> **SECTOR EL BRINCO**

> **RR 3 BOX 3415**
> **BARRIO ALEGRE**

Incorrect

> **RR 2 BOX 1980**

> **RR 3 BOX 3415**

Correct

3 Business Addressing Standards

31 General

311 Joint Industry and Postal Service Standardization Efforts

This chapter defines standardized formats for business addresses to be used on mailpieces. This standardization effort was originally initiated by the Direct Mail Association (DMA) Business-to-Business Users' Group in late 1987 and included the involvement of other DMA segments groups who provide business-to-business list services. The Postal Service's Address Management Office and National Customer Support Center (NCSC) have worked closely with these groups to pinpoint problem areas and develop recommended solutions. Members of the Graphic Communications Association (GCA) have also provided strong support for the development of these business-to-business addressing standards.

As awareness of business-to-business addressing issues became more widespread, a broader scope of industry participation was facilitated by the establishment of a special ad hoc Business-to-Business Addressing Subcommittee of the Mailers' Technical Advisory Committee in the fall of 1989.

Numerous joint working meetings were held to thoroughly define standardization needs and develop the components of the recommended addressing guidelines outlined in this section. It should be noted that this effort intentionally dovetailed with the earlier joint industry and Postal Service program that established the general addressing standards. Industry and USPS joint work groups will continue to be created to provide the information necessary to achieve the highest level of address quality possible.

312 Unique Addressing Issues

For consumer and residential addresses, a complete and correct address consists of three basic lines of information: Customer or Recipient Line, Delivery Address Line, and Last Line (City State ZIP). Depending on the address type, other address data elements could include apartment or suite numbers, post office box addresses, and a complete rural/highway contract route address (with route and box numbers).

Significantly, in terms of content, business-to-business mailers have much more to worry about with various permutations of firm names, the use of prestige addresses, and auxiliary company and personnel data, e.g., titles, personal/professional, and department or division. Consequently for the business-to-business mailer, the scope of standardization and list maintenance and correction becomes much more complex.

By establishing preferred format or data element location guidelines, defined character lengths, standard abbreviations, and a progression of compression steps, a process has been created that now enables mailers to uniformly condense business address components to any practical length, depending on the purpose and the need to abbreviate the data. The use of standardized abbreviations and logical compression steps is intended to facilitate the computer based merge/purge process, Postal Service multi-line optical character readers (MLOCR) and industry address matching services including ZIP+4 and NCOA.

The mailer has full discretion in the use of standard abbreviations and compression guidelines to optimize computer data storage and output to a mailpiece. There is no intent to mandate the use of these abbreviations or guidelines if the mailer prefers the full spelling.

313 Business Address Standardization Factors

Address standardization has the potential to improve many phases of the business-to-business mail process — from merge/purge to delivery. The following are specific problem areas these standards can address.

313.1 Costly Inefficiencies in the Merge/Purge Process

It is hard to identify and eliminate duplicate addresses when address data is presented in varying formats, i.e., when abbreviation and compression tactics are applied randomly or multiple data element combinations are used.

313.2 Costly Poor Address Hygiene

Businesses often prefer to use "prestige" or "vanity" addresses and occasionally use multiple versions of their firm name, depending on their market needs. They also apply differing abbreviation and compression tactics. As a result, match rates against Postal Service address improvement products, i.e., NCOA, Address Change Service (ACS), and ZIP+4, are low.

313.3 Costly Missed Opportunities for Barcoding Discounts

Because of inconsistencies in business address formats, business addresses often do not match against ZIP+4 data used to produce a barcode. Business-to-business mailers find it harder to take full advantage of new automation and barcoding discounts.

313.4 Costly Non-deliverability

Inconsistent addressing tactics or missing address elements due to varying compression methods often result in non-deliverable mail. Delivery of mail within an organization may also be impaired if internal mailstops are not part of the address. In this context *mailstop* refers to a unique routing code used by a company for internal mail delivery. It does not include the traditional information, such as Accounts Payable Branch, or Attn To:, Example: Mailstop ABC 456.

314 Purpose of Standardization

The purpose of standard abbreviations and compression guidelines is to provide a uniform reference when there is a need to condense address data. The standards contain the following components: an address format model indicating preferred address data element locations, a progression of optional line compression steps, and a table of standard abbreviations for the most commonly used business words. These tools are designed to meet the following objectives:

a. Improve computer matching of business address data in the merge/purge process and enhance the application of Postal Service address improvements.

b. Facilitate proper address compression for data transfers and differing output presentations, e.g., for Postal Service delivery vs. inside letter personalization or Cheshire labeling vs. ink jet printing.

32   Scope of Standardization

321 Benefits

The Business Address Standards are being adopted by postal units and are required in all internal Postal Service processing systems — including the NCOA System and ACS. Postal Service licensees, direct marketing service bureaus, and business-to-business mailers are encouraged to incorporate these standards as a means to achieve improved merge/purge results, higher list quality, and Postal Service deliverability.

There are additional benefits to be achieved through improved business-to-business address quality and a standardized address format, such as increasing potential deliverability of mail once processed and more consistency in address information stored in customer files and directories. The emphasis has been to clarify business-to-business addressing techniques and provide guidelines and tools that deal with the many unusual addressing conventions in business-to-business list processing. A strong focus has been on providing the Postal Service with a uniform approach to matching these addresses through its customer products and automated equipment.

322 **Business-to-Business List Maintenance**

Business-to-business addressing standards are tailored to provide guidance on the most efficient means to output a business address onto a mailpiece. It is necessary to begin with list compilation, list maintenance, or list management to ensure that the content of the address is both accurate and complete. A variety of AIS products and services are available to assist in these processes, which have worked well for consumer lists. The business-to-business standards are intended to greatly enhance the use of these products by providing a uniform format for business address information.

323 **Business-to-Business List Correction**

Prior to this effort of developing specific guidelines and tables for standardization of business-to-business addresses, the application of the Postal Service AIS address improvement products and services was not always an effective means to correct business-to-business addresses — simply because of poor match rates. With the Postal Service incorporating the tables and guidelines that have emerged from this process, the AIS services are much improved for business-to-business applications. In the future, once a business-to-business address has been matched against AIS files, the address list should be corrected accordingly. Business-to-business addresses that have been standardized will contain all the necessary address elements required for Postal Service delivery as well as the most correct firm name and contract information as required for marketing purposes.

324 **Business-to-Business List Updates**

Once files are updated, it is important to establish list management procedures to ensure timely updates and maintain accuracy. It is highly recommended that new addresses go through a verification and standardization process to obtain the correct ZIP+4 and delivery point codes prior to adding them to your master address list.

325 **Business-to-Business Address Output**

Once an address has gone through a standardization process, look at the output of the address as it appears on the mailpiece, insert, or address label. A standardized address should also be "machine readable" so that it can be processed on high-speed optical character readers (OCRs). Publication 25, *Designing Business Letter Mail,* contains specifications for properly formatting and printing delivery address information on letter mail. Following these readability guidelines for letter mail that has not been prebarcoded helps to ensure successful OCR processing. Some important elements affecting machine readability are contained in Appendix A of this document. For complete information, however, we recommend that you obtain a copy of Publication 25 from your local post office. If your mailpiece will be submitted for automation rates (other rates may also apply), the requirements in *Domestic Mail Manual* A800 and C840 must be met.

It is recommended that delivery address information be stored in a minimum of 30 bytes or spaces in your computer system. The most optimum recommendation is 64 bytes or spaces to be compatible with the Postal Service National ZIP+4 database.

The Postal Service defines a *complete address* as one that has all the address elements necessary to allow an exact match with the current Postal Service ZIP+4 and City State Files to obtain the finest level of ZIP+4 and delivery point codes for the delivery address. A complete address may be required on mail at some automation rates. See DMM A010 for more detailed information.

A *standardized address* is one that is fully spelled out, abbreviated by using the Postal Service standard abbreviations shown in this publication or as shown in the ZIP+4 Files.

326 Business-to-Business Deliverability

The final benefit to be achieved through business-to-business address standardization is deliverability of a mailpiece. Addresses that are complete and have matched the Postal Service files and/or directories have a better chance of being properly delivered. Printing complete information on a mailpiece and eliminating extraneous information that can confuse Postal Service delivery personnel or be misread by Postal Service equipment improves the ability to provide timely delivery. The industry and the Postal Service will continue to work together to explore ways to improve the processing and delivery of mail in a timely, cost effective manner. Business-to-business address standardization is a very positive step towards improved address quality and a cost-effective operation both for the business-to-business mailer and the Postal Service.

33   Defining Business-to-Business Data Elements

To understand the complexity of business-to-business addressing, a strong effort has been made to identify and define the many individual data elements that can be included in a business-to-business address. Input from the business-to-business field (users and suppliers) — gathered from several industry surveys — aided in the development of the following list. The first nine data elements relate to the marketing intentions of the mailer and do not actually affect the Postal Service deliverability of a piece.

The following are data elements that could be included in a business-to-business address:

Company/Contact Information
1.   Name Prefix
2.   First Name
3.   Middle Name or Initial
4.   Surname
5.   Suffix Title*
6.   Professional Title
7.   Functional Title
8.   Division/Department Name
9.   Mailstop Code

> *   *Includes maturity (e.g., JR, SR) and professional (e.g., PHD, DDS) suffixes.*

Address data elements 10 through 27 are Postal Service standardization issues for purposes of distribution and deliverability:

Distribution and Delivery Address Information	
10. Street Number	20. State
11. Predirectional	21. ZIP Code
12. Street Name	22. ZIP+4 Code
13. Street Suffix	23. Carrier Route Code
14. Postdirectional	24. Operational Endorsement/ACS Participant Code
15. Secondary Unit Indicator	
16. Secondary Number	25. Key Line Code
17. Company Name	26. POSTNET Barcode
18. PO Box Number	27. POSTNET Address Block Barcode
19. City	

The following business address format is recommended when outputting to a mailpiece. Except as noted below, the use of a specific address line or address data element within a line is optional based on marketing intent, data availability, label size, or mailer preference. When a business address data element is not used on a mailpiece, the address data element above is positioned downward into the vacant area, thereby maintaining overall relative address data element placement on the mailpiece.

Address Data Element	Example
Optional Endorsement Line	#BXNHJVF *********C002
Key Line Data	#ABCDEFGHIJKLMNO3# /12345678
POSTNET Address Block Barcode	‖⦚⦚‖⦚⦚ₐₐₐ⦚⦚‖ₐ‖⦚ₐ‖ₐ‖⦚‖‖ₐₐₐ⦚⦚⦚‖ₐₐₐ‖‖
Mailstop Code	MSC4567ABCD
Attention Line	MS MILDRED DOE
Individual Title	PROFESSIONAL ENGINEER
Functional Title	DESIGN ENGINEERING MANAGER
Group, Department, Division Name	BRAKE CONTROL DIVISION
Business/Firm Name	BIG BUSINESS INCORPORATED
Delivery Address Line	12 E BUSINESS LN STE 209
City, State, ZIP+4 Line	KRYTON TN 38188-0002

It is unlikely that any one business address contains all 11 of the business address data elements detailed above. The example above defines the business address data elements and their relative placement on a mailpiece. Generally, only five lines of address information are suitable for automated processing when not barcoding.

The use of a standardized business address format, standard business word abbreviations, line removal, and business address line compression logic is intended to improve the quality of matches between Postal Service and industry address improvement, hygiene, and matching services. This would include computer-based change of address and merge/purge programs and would facilitate Postal Service and commercial MLOCR recognition.

When **outputting** business address data elements to a mailpiece, the complete address data element, **including the complete and correct spelling of each word,** is preferred. In those instances where certain constraints limit the number of words or characters that can be placed on the mailpiece, the **most preferred** method is to replace fully spelled words with standard address and business word abbreviations. If additional reduction in lines or address data elements is necessary for application on the mailpiece, then apply the guidelines in logical order as presented in section 34.

It is important to note that the application of these logical steps is the option of the mailer and is provided as a standardized approach for use when the mailer has a business need to alter the address format. It is recommended that each logical step be applied only if the additional compression offered by that step is required or desired by the mailer. The application of some logical steps could produce an output that may be unacceptable to the mailer.

34   Line Removal Guidelines

341   **Sample Business Address Format**

Line #	Data Element	Example
*1.	Optional Endorsement Line	**#BXNHJVF *********C002**
**2.	Key Line Data	**#ABCDEFGHIJKLMNO3# /12345678**
**3.	POSTNET Address Block Barcode	Ial.lIIl...l.lll...llI...l.l.ll.ll...l.l.ll...lII
***4.	Mailstop Code	**MSC 4567ABCD**
***5.	Attention Line	**MS MILDRED DOE**
***6.	Individual Title	**PROFESSIONAL ENGINEER**
***7.	Functional Title	**DESIGN ENGINEERING MANAGER**
***8.	Group, Department, Division Name	**BRAKE CONTROL DIVISION**
*9.	Business/Firm Name	**BIG BUSINESS INCORPORATED**
*10.	Delivery Address Line	**12 E BUSINESS LN STE 209**
*11.	City, State, Zip+4 Line	**KRYTON TN 38188-0002**

*   These lines directly affect Postal Service distribution.
**   These lines are required for some Postal Service programs.
*** These lines are optional for the mailer.

342   **Primary Considerations**

The preferred location for the POSTNET Address Block Barcode is above the address block or immediately below the optional endorsement and/or key line information, if used. However, it may be placed below the address block if necessary. In either location it must be within 4 inches of the bottom and 1/2 inch from either edge of the mailpiece in order to be read by the barcode sorter. Refer to section C840 of the DMM for additional criteria and options for placement of the barcode on mailpieces.

```
#BXNHJVF *********C002
#ABCDEFGHIJKLMNO3# /12345678
Ial.lIIl...l.lll...llI...l.l.ll.ll...l.l.ll...lII
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Preferred

```
#BXNHJVF *********C002
#ABCDEFGHIJKLMNO3# /12345678
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
Ial.lIIl...l.lll...llI...l.l.ll.ll...l.l.ll...lII
```
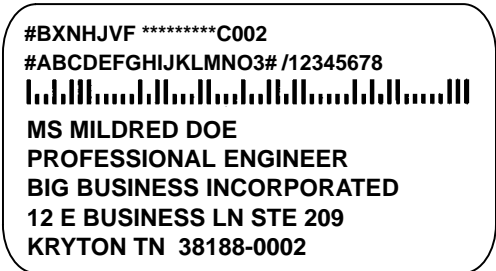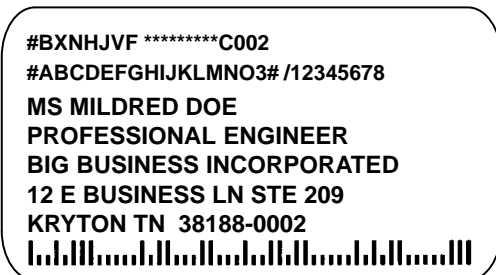
Optional

Line #3 — POSTNET Address Block Barcode

343 **Address Line Removal**

If the number of business address lines on a mailpiece must be reduced, apply the following steps in the order listed.

343.1 **Lines Required for Postal Service Distribution**

Lines #9, #10, and #11 contain addressing data elements that are required for distribution and delivery by the Postal Service. Therefore, they must appear as the last three lines of the address block. If it is necessary to compress the number of characters in an address data element, use the recommended Abbreviations or Suffix Tables or the word compression guidelines identified in this publication.

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary it may be wrapped down. The use of standard business word abbreviations is preferred over line wrapping.

LONGFELLOW APPLIANCE BROKERAGE COMPANY	Preferred
LONGFELLOW APPLIANCE BROKERAGE CO	Option #1
LONGFELLOW APPLIANCE BRKRGE CO	Option #2
LONGFELLOW APPLNC BRKRGE CO	Option #3
LONGFELLOW APPLIANCE **BROKERAGE COMPANY**	Option #4

Line #9 — Business/Firm Name

When secondary delivery information, e.g., *APARTMENT* or *SUITE,* is part of the address but does not fit on the Delivery Address Line, all secondary components should be placed immediately above the Delivery Address Line.

```
MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002
```

Optional

```
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be presented on a single line. If that is not possible, the ZIP Code or the ZIP+4 code should be placed below the City State information. However, when compressing line #11 do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

```
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002
```

Optional

```
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Preferred

Line #11 — City, State, ZIP+4 Line

343.2   Required Lines for Certain Postal Service Programs

Lines #1 and #2 may be required on the mailpiece when it is submitted under some of the Postal Service Presort programs or the ACS program. Therefore, when they are present they must appear in the address block in the order indicated by the Sample Business Address Format. They cannot be wrapped, altered, or compressed.

#BXNHJVF *********C002

Line #1 — Optional Endorsement Line

#ABCDEFGHIJKLMNO3# /12345678
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Line #2 — Key Line Data

343.3 **Optional Lines**

Lines #4, 5, 6, 7, and 8 are **not** required by the Postal Service for distribution and delivery and are optional for the mailer.

Line #5, Attention, when it contains an individual name, or line #7, Functional Title, may be critical for delivery within the company or firm, but the use of both may not be necessary.

MSC 4567ABCD   Line #4 — Mailstop Code

MS MILDRED DOE   Line #5 — Attention Line

PROFESSIONAL ENGINEER   Line #6 — Individual Title

DESIGN ENGINEERING MANAGER   Line #7 — Functional Title

BRAKE CONTROL DIVISION   Line #8 — Group, Department, Division

35   Address Data Element Compression Guidelines

The Postal Service and commercial MLOCR equipment can read a maximum of 40 characters per line within a maximum of 8 separate words per line. If either parameter is exceeded, the MLOCR ignores the entire line.

Apply the following steps if it is necessary to reduce the number of words or characters from business address data elements applied to a mailpiece. Use the order listed.

351   Removal and Deletion Restrictions

Do not remove or delete any characters or symbols from line #1 Optional Endorsement Line, line #2 Key Line Data, or line #3 POSTNET Address Block Barcode.

352   Abbreviations

Use the standard business and address word abbreviations for address data elements whenever necessary. These abbreviations can be found in Appendix G. It is recommended that you only abbreviate the last word. You should not abbreviate words when the name length meets the user's character length requirements.

MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INC
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002

Optional

MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002

Preferred

Use of Abbreviations

353   Right-to-Left Evaluation

Evaluate each of the business address data elements in each business address line separately. Always work from the right to the left within each address line.

```
MS MILDRED DOE
PROFESSIONAL ENGR
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Option #1

```
MS MILDRED DOE
PRO ENGR
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Option #2

```
MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Preferred

354   Special Characters

Remove special characters, multiple blanks, and punctuation in order as
listed below.

Special Characters	
	Double spaces/blanks change to single space or blank, except between state abbreviations and ZIP Codes or ZIP+4 codes.
*	Asterisks, except in the Optional Endorsement Line
,	Commas
.	Periods
( )	Parentheses
" "	Quotations
:	Colons
;	Semi-colons
'	Apostrophes
-	Hyphens, except in the ZIP+4 code and in the primary number used in the Delivery Address Line. Spaces before and after the hyphen or slashes (/) should be removed from the address or firm line.
@	At
&	Ampersand

```
*MS MILDRED DOE
"PROFESSIONAL ENGINEER"
(MAIN OFFICE)
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE-209
KRYTON, TN  38188-0002
```

Acceptable

```
MS MILDRED DOE
PROFESSIONAL ENGINEER
MAIN OFFICE
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN  38188-0002
```

Preferred

```
JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK, NY  10021-0905
```

Acceptable

```
JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK NY  10021-0905
```

Preferred

355 **Remove Certain Words**

Replace or remove certain words as listed below. However, the use of standard business word abbreviations is preferred over removal of words. The following compression technique should be applied only if the standard abbreviations do not meet particular business needs.

- Replace *and* with *space.*
- Replace *space & space* with *space.*
- Replace number words with numeric symbols: *first* with *1ST.*
- Remove *etc., i.e., in care of,* and *et al.*
- Remove words like *the, of, by, for, at, also.*
- Remove A*TTENTION, ATTN:.*
- Remove gender words like *MS, MRS, MISS, MR, SIR.*
- Remove title words like *DR, PHD, DDS, RN.*

356 **Wrapping**

When address information does not fit on one line, wrap the additional information on either the line above or below, as shown below. However, the use of standard business word abbreviations is preferred over line wrapping. Only wrap lines if standard abbreviations do not meet your business needs.

Wrapping		Additional Information
No Wrap	1.	Optional Endorsement
No Wrap	2.	Key Line Data
No Wrap	3.	POSTNET Address Block Barcode
Wrap Down	4.	Mailstop Code
Wrap Down	5.	Attention Line
Wrap Down	6.	Individual Title
Wrap Down	7.	Functional Title
Wrap Down	8.	Group, Department, Division
Wrap Down	9.	Business/Firm Name
Wrap Up	10.	Delivery Address Line
Wrap Down	11.	City, State, ZIP+4 Line

Line #9, Business/Firm Name, should be printed on a single line for maximum MLOCR matching. If necessary, it may be wrapped down.

INTERNATIONAL FNCL GRP INC

Optional

INTERNATIONAL FINANCIAL GROUP INCORPORATED

Preferred

Line #9 — Business/Firm Name

When secondary delivery information, e.g., *APT* or *SUITE,* is part of the address but does not fit on the Delivery Address Line, wrap up all components of the secondary information immediately above the Delivery Address Line.

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
STE 209
12 E BUSINESS LN
KRYTON TN 38188-0002**

Optional

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002**

Preferred

Line #10 — Delivery Address Line

It is preferred that all City, State, and ZIP Code information be on a single line. If that is not possible, the ZIP Code, including the ZIP+4 code, may be placed below the city/state information. However, when compressing line #11, do not remove the hyphen between the ZIP Code and the ZIP+4 add-on code.

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN
38188-0002**

Optional

**MS MILDRED DOE
PROFESSIONAL ENGINEER
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002**

Preferred

Line #11 — City, State, ZIP+4 Line

357 **Line #9 Compression**

When compressing line #9, Business/Firm Name, do not alter the first and second words (leftmost), if possible, except when the first word is *THE,* which may be removed.

GENERAL DEVELOPMENT EMPORIUM

Optional

THE GENERAL DEVELOPMENT EMPORIUM

Preferred

Line #9 — Business/Firm Name

358 **Standard State Name Abbreviations**

When an individual state name that appears anywhere in a business address must be compressed or abbreviated because of space restrictions, use the standard State abbreviation listed in Appendix B.

Note: Use US for United States. Use USA for United States of America.

VA CONSTRUCTION CORPORATION

Optional

VIRGINIA CONSTRUCTION CORPORATION

Preferred

Line #9 — Business/Firm Name

1435 VA HILL WAY

Optional

1435 VIRGINIA HILL WAY

Preferred

Line #10 — Delivery Address Line

359 **Repetitive Word Removal**

Remove repetitive words; however, standard business word abbreviations are preferred over word removal. The compression technique in this step should be applied only if standard abbreviations do not meet your business needs.

> **GOODMAN WILSON AND HAROLDSON**

Optional

> **GOODMAN GOODMAN WILSON AND HAROLDSON**

Preferred

Line #9 — Business/Firm Name

3510 **Short-Ending Substitution**

Substitute short endings on words.

Ending	Substitute
an	= n
er	= r
ial	= l
al	= l
ies	= s
es	= s
ed	= d
ing	= ng
tion	= tn

3511 **Last Word Abbreviations**

If the last word of an address line is any of those listed below, first replace the word with the standard abbreviation. If additional compression is still required, remove the word or its standard abbreviation.

Note: This step can be applied only to address lines #6, 7, 8, and 9.

Word	Abbreviations
ADMINISTRATION	**ADMN**
AGENCY	**AGCY**
BRANCH	**BRNCH, BR**
CENTER	**CTR**
COMPANY	**CO**

Word	Abbreviations
CORPORATION	**CORP**
DIVISION	**DIV**
ENTERPRISE	**ENTRPRS**
GOVERNMENT	**GOVT**
GROUP	**GRP**
HEADQUARTERS	**HDQTRS**
INCORPORATED	**INC**
LABORATORY	**LAB**
LIMITED	**LTD**
MANAGEMENT	**MGMT**
MANUFACTURER, MANUFACTURING	**MFR, MFG**
MUNICIPAL	**MNCPL**
NATIONAL	**NATL**
PARTNERSHIP	**PRTNRSHP**
SYSTEM	**SYS**

3512 Vowel Removal

It is recommended that vowels not be removed if the desired address data element compression can be obtained by first using standard word abbreviations.

From the right side of the address line, beginning with the rightmost word, remove vowels as necessary on a word-by-word basis to achieve desired compression. Leave the last vowel; if the first character of a word is a vowel, do not remove that character. It is also recommended that the vowels not be removed from the leftmost words.

Appendix A

Address Formatting

A1 Readability

An *automation readable mailpiece* is defined as one that contains an accurate, correctly formatted, complete address or ZIP+4 POSTNET barcode and is readable on an OCR and/or a barcode sorter (BCS). The POSTNET barcode, whether preapplied or printed via an OCR, should reflect the ZIP+4 code that permits the finest level of sort for each mailpiece.

The recommended address format is shown in the illustration below. For additional information on designing mail for OCR/BCS readability, we suggest you obtain a copy of Publication 25, *Designing Business Letter Mail,* or Publication 221, *Addressing For Success,* from your local post office marketing and communications office. The Postal Service's Website (www.usps.gov) also provides access to those publications.
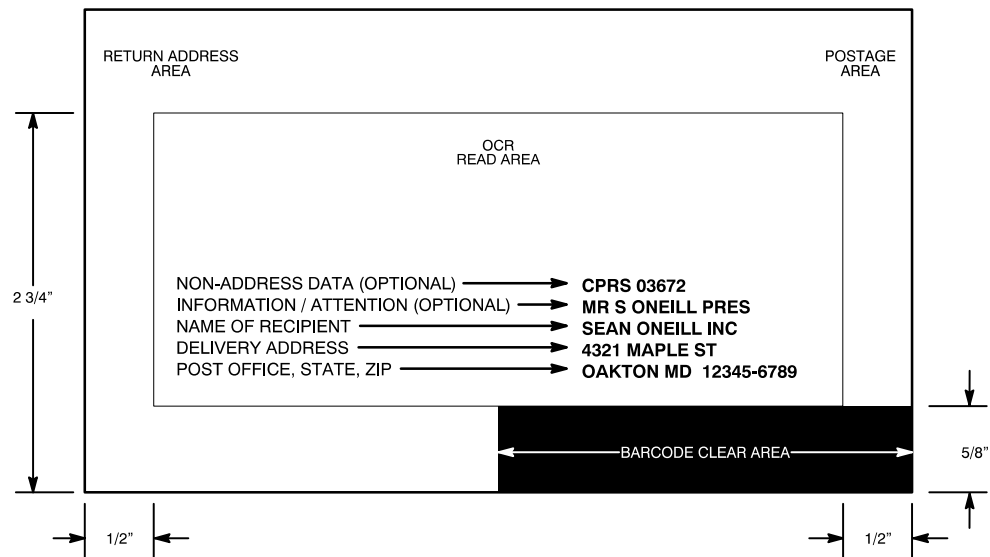
Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the primary or secondary street number (if needed) or the ZIP+4 code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left margin. When using a foreign address, always place the country name by itself on the last line. (See sample address types in section A2.)

Address characters must not touch and should be equally spaced. All lines of the address should be parallel to the bottom of the envelope. Be sure to include all pertinent information such as the directional code, apartment, floor, and suite number.

The entire address should be contained in an imaginary rectangle known as the OCR read area (see illustration in section A1) that extends from 5/8" to 2 3/4" from the bottom of the mailpiece, with 1/2" margins on each side.

The barcode clear area, 5/8" from the bottom, and 4 3/4" from the right edge of the mailpiece (see illustration in section A1), is the area where a POSTNET barcode is preapplied or printed by an OCR.

Extraneous (nonaddress) printing that appears in the OCR read area should be positioned above the delivery address line and as far away from the address block as possible.

A2   Address Types

NON-ADDRESS DATA LINE ──────────► XXXXXXXXXXXXXX
INFORMATION/ATTENTION LINE ──────► MR STANLEY DOE
RECIPIENT LINE ──────────────────► LAST NATIONAL BANK
DELIVERY ADDRESS LINE ───────────► PO BOX 345
LAST LINE ───────────────────────► NEW YORK NY 10163-0345

KEY

MR JAMES F JONES
4417 BROOKS ST NE
WASHINGTON DC 20019-4649
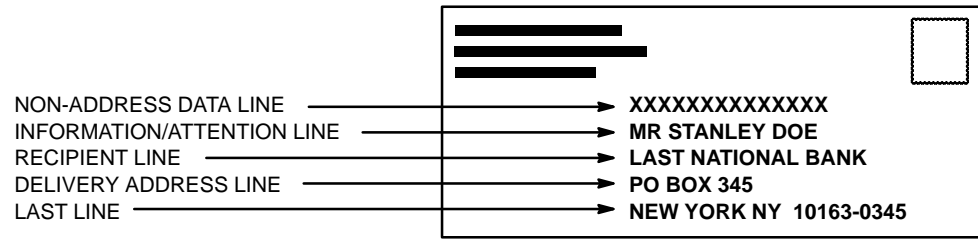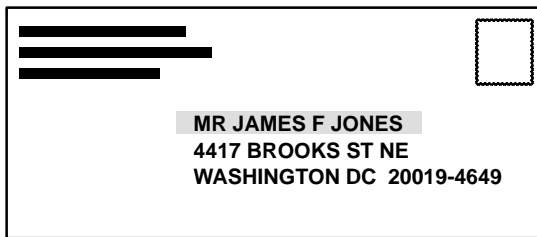
INDIVIDUAL (SEE SECTION 212)

H E BROWN
RR 3 BOX 9
CANTON OH 44730-9521
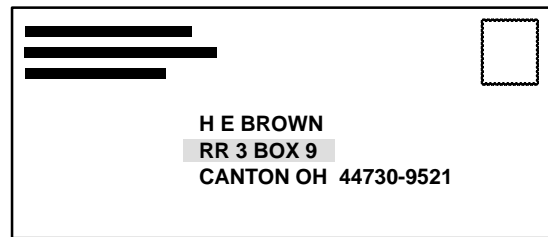
RURAL ROUTE (SEE SECTION 24)

RUFUS LANGDON
LAW DEPARTMENT
US POSTAL SERVICE
475 LENFANT PLZ SW RM 6627
WASHINGTON DC 20260-1120
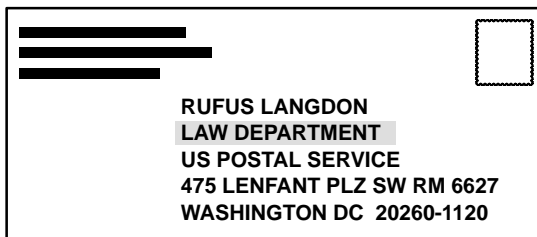
ATTENTION LINE (SEE SECTION 214)

B G LIGHT CO
HC 72 BOX 293A
DULUTH MN 55811-9702

HIGHWAY CONTRACT (SEE SECTION 25)

MS HELEN SAUNDERS
1010 CLEAR ST
OTTAWA ON K1A 0B1
CANADA
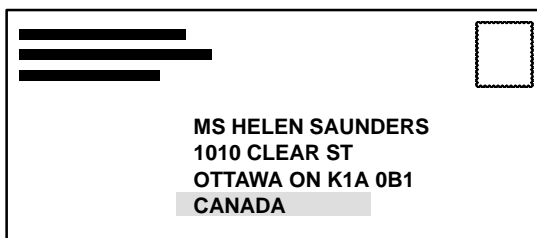
INTERNATIONAL (SEE SECTION A3)

MISS JANICE SMITH
PO BOX 34
DULUTH MN 55803-0034

POST OFFICE BOX (SEE SECTION 28)

SSGT KEVIN BEASLEY
UNIT 2050 BOX 4190
APO AP 96522-1215
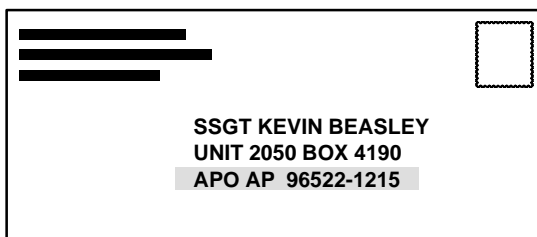
MILITARY (SEE SECTION 225)

CRPS 03672
MR S ONEILL PRES
SEAN ONEILL INC
4321 MAPLE ST
OAKTON MD 12345-6789
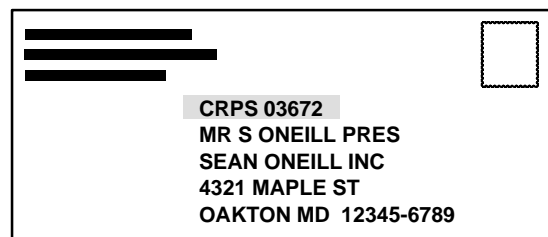
NON-ADDRESS DATA (SEE SECTION 343.3)

A3   International Addresses

A31   **General Requirements**

The bottom line of the address should show only the COUNTRY name, written in full (no abbreviations) and preferably in capital letters. **Do not place the postal codes (ZIP Codes) of foreign country designations on the last line of the address. Do not underline the COUNTRY name.** An example of a correct foreign address follows:

**INGE DIETRIC-FISCHER
HARTMANNSTRASSE 7
5300 BONN 1
GERMANY**

A32   **Canada Only**

Either of the following address formats may be used when the postal address delivery zone is included in the address. Use the standard two-character abbreviations for provinces and territories.

**MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON K1A 0B1
CANADA**

Option #1

**MS. HELEN SAUNDERS
1010 CLEAR STREET
OTTAWA ON CANADA
K1A 0B1**

Option #2

Canadian Province/ Territory	Postal Service Abbreviation
Alberta	**AB**
British Columbia	**BC**
Manitoba	**MB**
New Brunswick	**NB**
Newfoundland	**NF**
Northwest Territories	**NT**
Nova Scotia	**NS**
Ontario	**ON**
Prince Edward Island	**PE**
Quebec	**QC**
Saskatchewan	**SK**
Yukon Territory	**YT**

How To Obtain Canadian Postal Code Information

Mailers wishing to order a Postal Code Directory for Canada should write to the following address to obtain an order form:

NATIONAL PHILATELIC CENTRE
CANADA POST CORPORATION
75 ST NINIAN ST SUITE 100
ANTIGONISH NS B2G 2R8
CANADA

call: 1-800-565-4362

Major mailers requiring Postal Code information on computer tape or information regarding Canadian mailing standards should write to the following address:

ADDRESS MANAGEMENT
CANADA POST CORPORATION
2701 RIVERSIDE DR SUITE NO813
OTTAWA ON K1A 0B1
CANADA

call: 1-613-734-6402

Appendix B

Two-Letter State and Possession Abbreviations

Use the abbreviations below when addressing mail. Using the two-letter state abbreviations makes it possible to enter the city, state, and Five-Digit ZIP Code (or ZIP+4 code) on the last line of the address within 28 positions when necessary: 13 positions for city, 1 space between the city and state abbreviation, 2 positions for the state, 2 spaces (preferred) between the state and ZIP Code, and 10 positions for the ZIP+4 code.

State/Possession	Abbreviation	State/Possession	Abbreviation
Alabama	AL	Massachusetts	MA
Alaska	AK	Michigan	MI
American Samoa	AS	Minnesota	MN
Arizona	AZ	Mississippi	MS
Arkansas	AR	Missouri	MO
California	CA	Montana	MT
Colorado	CO	Nebraska	NE
Connecticut	CT	Nevada	NV
Delaware	DE	New Hampshire	NH
District of Columbia	DC	New Jersey	NJ
Federated States of Micronesia	FM	New Mexico	NM
Florida	FL	New York	NY
Georgia	GA	North Carolina	NC
Guam	GU	North Dakota	ND
Hawaii	HI	Northern Mariana Islands	MP
Idaho	ID	Ohio	OH
Illinois	IL	Oklahoma	OK
Indiana	IN	Oregon	OR
Iowa	IA	Palau	PW
Kansas	KS	Pennsylvania	PA
Kentucky	KY	Puerto Rico	PR
Louisiana	LA	Rhode Island	RI
Maine	ME	South Carolina	SC
Marshall Islands	MH	South Dakota	SD
Maryland	MD	Tennessee	TN

State/Possession	Abbreviation
Texas	**TX**
Utah	**UT**
Vermont	**VT**
Virgin Islands	**VI**
Virginia	**VA**
Washington	**WA**
West Virginia	**WV**
Wisconsin	**WI**
Wyoming	**WY**

Geographic Directional	Abbreviation
North	**N**
East	**E**
South	**S**
West	**W**
Northeast	**NE**
Southeast	**SE**
Northwest	**NW**
Southwest	**SW**

Military "State"	Abbreviation
Armed Forces Europe, the Middle East, and Canada	**AE**
Armed Forces Pacific	**AP**
Armed Forces Americas (except Canada)	**AA**

Appendix C

Street Abbreviations

C1   Street Suffix Abbreviations

The following table lists examples of suffix forms that are primary street suffix names, common street suffixes or suffix abbreviations, and recommended official Postal Service Standard Suffix Abbreviations.

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation	Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
ALLEY	ALLEE	**ALY**	BLUFF	BLF	**BLF**
	ALLEY			BLUF	
	ALLY			BLUFF	
	ALY		BLUFFS	BLUFFS	**BLFS**
ANNEX	ANEX	**ANX**	BOTTOM	BOT	**BTM**
	ANNEX			BTM	
	ANNX			BOTTM	
	ANX			BOTTOM	
ARCADE	ARC	**ARC**	BOULEVARD	BLVD	**BLVD**
	ARCADE			BOUL	
AVENUE	AV	**AVE**		BOULEVARD	
	AVE			BOULV	
	AVEN		BRANCH	BR	**BR**
	AVENU			BRNCH	
	AVENUE			BRANCH	
	AVN		BRIDGE	BRDGE	**BRG**
	AVNUE			BRG	
BAYOU	BAYOO	**BYU**		BRIDGE	
	BAYOU		BROOK	BRK	**BRK**
BEACH	BCH	**BCH**		BROOK	
	BEACH		BROOKS	BROOKS	**BRKS**
BEND	BEND	**BND**	BURG	BURG	**BG**
	BND		BURGS	BURGS	**BGS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
BYPASS	BYP	**BYP**
	BYPA	
	BYPAS	
	BYPASS	
	BYPS	
CAMP	CAMP	**CP**
	CP	
	CMP	
CANYON	CANYN	**CYN**
	CANYON	
	CNYN	
CAPE	CAPE	**CPE**
	CPE	
CAUSEWAY	CAUSEWAY	**CSWY**
	CAUSWAY	
	CSWY	
CENTER	CEN	**CTR**
	CENT	
	CENTER	
	CENTR	
	CENTRE	
	CNTER	
	CNTR	
	CTR	
CENTERS	CENTERS	**CTRS**
CIRCLE	CIR	**CIR**
	CIRC	
	CIRCL	
	CIRCLE	
	CRCL	
	CRCLE	
CIRCLES	CIRCLES	**CIRS**
CLIFF	CLF	**CLF**
	CLIFF	
CLIFFS	CLFS	**CLFS**
	CLIFFS	
CLUB	CLB	**CLB**
	CLUB	
COMMON	COMMON	**CMN**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
COMMONS	COMMONS	**CMNS**
CORNER	COR	**COR**
	CORNER	
CORNERS	CORNERS	**CORS**
	CORS	
COURSE	COURSE	**CRSE**
	CRSE	
COURT	COURT	**CT**
	CT	
COURTS	COURTS	**CTS**
	CTS	
COVE	COVE	**CV**
	CV	
COVES	COVES	**CVS**
CREEK	CREEK	**CRK**
	CRK	
CRESCENT	CRESCENT	**CRES**
	CRES	
	CRSENT	
	CRSNT	
CREST	CREST	**CRST**
CROSSING	CROSSING	**XING**
	CRSSNG	
	XING	
CROSSROAD	CROSSROAD	**XRD**
CROSSROADS	CROSSROADS	**XRDS**
CURVE	CURVE	**CURV**
DALE	DALE	**DL**
	DL	
DAM	DAM	**DM**
	DM	
DIVIDE	DIV	**DV**
	DIVIDE	
	DV	
	DVD	
DRIVE	DR	**DR**
	DRIV	
	DRIVE	
	DRV	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
DRIVES	DRIVES	**DRS**
ESTATE	EST	**EST**
	ESTATE	
ESTATES	ESTATES	**ESTS**
	ESTS	
EXPRESSWAY	EXP	**EXPY**
	EXPR	
	EXPRESS	
	EXPRESSWAY	
	EXPW	
	EXPY	
EXTENSION	EXT	**EXT**
	EXTENSION	
	EXTN	
	EXTNSN	
EXTENSIONS	EXTS	**EXTS**
FALL	FALL	**FALL**
FALLS	FALLS	**FLS**
	FLS	
FERRY	FERRY	**FRY**
	FRRY	
	FRY	
FIELD	FIELD	**FLD**
	FLD	
FIELDS	FIELDS	**FLDS**
	FLDS	
FLAT	FLAT	**FLT**
	FLT	
FLATS	FLATS	**FLTS**
	FLTS	
FORD	FORD	**FRD**
	FRD	
FORDS	FORDS	**FRDS**
FOREST	FOREST	**FRST**
	FORESTS	
	FRST	
FORGE	FORG	**FRG**
	FORGE	
	FRG	
FORGES	FORGES	**FRGS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
FORK	FORK	**FRK**
	FRK	
FORKS	FORKS	**FRKS**
	FRKS	
FORT	FORT	**FT**
	FRT	
	FT	
FREEWAY	FREEWAY	**FWY**
	FREEWY	
	FRWAY	
	FRWY	
	FWY	
GARDEN	GARDEN	**GDN**
	GARDN	
	GRDEN	
	GRDN	
GARDENS	GARDENS	**GDNS**
	GDNS	
	GRDNS	
GATEWAY	GATEWAY	**GTWY**
	GATEWY	
	GATWAY	
	GTWAY	
	GTWY	
GLEN	GLEN	**GLN**
	GLN	
GLENS	GLENS	**GLNS**
GREEN	GREEN	**GRN**
	GRN	
GREENS	GREENS	**GRNS**
GROVE	GROV	**GRV**
	GROVE	
	GRV	
GROVES	GROVES	**GRVS**
HARBOR	HARB	**HBR**
	HARBOR	
	HARBR	
	HBR	
	HRBOR	
HARBORS	HARBORS	**HBRS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation	Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
HAVEN	HAVEN	**HVN**	KNOLL	KNL	**KNL**
	HVN			KNOL	
HEIGHTS	HT	**HTS**		KNOLL	
	HTS		KNOLLS	KNLS	**KNLS**
HIGHWAY	HIGHWAY	**HWY**		KNOLLS	
	HIGHWY		LAKE	LK	**LK**
	HIWAY			LAKE	
	HIWY		LAKES	LKS	**LKS**
	HWAY			LAKES	
	HWY		LAND	LAND	**LAND**
HILL	HILL	**HL**	LANDING	LANDING	**LNDG**
	HL			LNDG	
HILLS	HILLS	**HLS**		LNDNG	
	HLS		LANE	LANE	**LN**
HOLLOW	HLLW	**HOLW**		LN	
	HOLLOW		LIGHT	LGT	**LGT**
	HOLLOWS			LIGHT	
	HOLW		LIGHTS	LIGHTS	**LGTS**
	HOLWS		LOAF	LF	**LF**
INLET	INLT	**INLT**		LOAF	
ISLAND	IS	**IS**	LOCK	LCK	**LCK**
	ISLAND			LOCK	
	ISLND		LOCKS	LCKS	**LCKS**
ISLANDS	ISLANDS	**ISS**		LOCKS	
	ISLNDS		LODGE	LDG	**LDG**
	ISS			LDGE	
ISLE	ISLE	**ISLE**		LODG	
	ISLES			LODGE	
JUNCTION	JCT	**JCT**	LOOP	LOOP	**LOOP**
	JCTION			LOOPS	
	JCTN		MALL	MALL	**MALL**
	JUNCTION		MANOR	MNR	**MNR**
	JUNCTN			MANOR	
	JUNCTON		MANORS	MANORS	**MNRS**
JUNCTIONS	JCTNS	**JCTS**		MNRS	
	JCTS		MEADOW	MEADOW	**MDW**
	JUNCTIONS		MEADOWS	MDW	**MDWS**
KEY	KEY	**KY**		MDWS	
	KY			MEADOWS	
KEYS	KEYS	**KYS**		MEDOWS	
	KYS		MEWS	MEWS	**MEWS**

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation	Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
MILL	MILL	**ML**	PINE	PINE	**PNE**
MILLS	MILLS	**MLS**	PINES	PINES	**PNES**
MISSION	MISSN	**MSN**		PNES	
	MSSN		PLACE	PL	**PL**
MOTORWAY	MOTORWAY	**MTWY**	PLAIN	PLAIN	**PLN**
MOUNT	MNT	**MT**		PLN	
	MT		PLAINS	PLAINS	**PLNS**
	MOUNT			PLNS	
MOUNTAIN	MNTAIN	**MTN**	PLAZA	PLAZA	**PLZ**
	MNTN			PLZ	
	MOUNTAIN			PLZA	
	MOUNTIN		POINT	POINT	**PT**
	MTIN			PT	
	MTN		POINTS	POINTS	**PTS**
MOUNTAINS	MNTNS	**MTNS**		PTS	
	MOUNTAINS		PORT	PORT	**PRT**
NECK	NCK	**NCK**		PRT	
	NECK		PORTS	PORTS	**PRTS**
ORCHARD	ORCH	**ORCH**		PRTS	
	ORCHARD		PRAIRIE	PR	**PR**
	ORCHRD			PRAIRIE	
OVAL	OVAL	**OVAL**		PRR	
	OVL		RADIAL	RAD	**RADL**
OVERPASS	OVERPASS	**OPAS**		RADIAL	
PARK	PARK	**PARK**		RADIEL	
	PRK			RADL	
PARKS	PARKS	**PARK**	RAMP	RAMP	**RAMP**
PARKWAY	PARKWAY	**PKWY**	RANCH	RANCH	**RNCH**
	PARKWY			RANCHES	
	PKWAY			RNCH	
	PKWY			RNCHS	
	PKY		RAPID	RAPID	**RPD**
PARKWAYS	PARKWAYS	**PKWY**		RPD	
	PKWYS		RAPIDS	RAPIDS	**RPDS**
PASS	PASS	**PASS**		RPDS	
PASSAGE	PASSAGE	**PSGE**	REST	REST	**RST**
PATH	PATH	**PATH**		RST	
	PATHS		RIDGE	RDG	**RDG**
PIKE	PIKE	**PIKE**		RDGE	
	PIKES			RIDGE	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
RIDGES	RDGS	**RDGS**
	RIDGES	
RIVER	RIV	**RIV**
	RIVER	
	RVR	
	RIVR	
ROAD	RD	**RD**
	ROAD	
ROADS	ROADS	**RDS**
	RDS	
ROUTE	ROUTE	**RTE**
ROW	ROW	**ROW**
RUE	RUE	**RUE**
RUN	RUN	**RUN**
SHOAL	SHL	**SHL**
	SHOAL	
SHOALS	SHLS	**SHLS**
	SHOALS	
SHORE	SHOAR	**SHR**
	SHORE	
	SHR	
SHORES	SHOARS	**SHRS**
	SHORES	
	SHRS	
SKYWAY	SKYWAY	**SKWY**
SPRING	SPG	**SPG**
	SPNG	
	SPRING	
	SPRNG	
SPRINGS	SPGS	**SPGS**
	SPNGS	
	SPRINGS	
	SPRNGS	
SPUR	SPUR	**SPUR**
SPURS	SPURS	**SPUR**
SQUARE	SQ	**SQ**
	SQR	
	SQRE	
	SQU	
	SQUARE	
SQUARES	SQRS	**SQS**
	SQUARES	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
STATION	STA	**STA**
	STATION	
	STATN	
	STN	
STRAVENUE	STRA	**STRA**
	STRAV	
	STRAVEN	
	STRAVENUE	
	STRAVN	
	STRVN	
	STRVNUE	
STREAM	STREAM	**STRM**
	STREME	
	STRM	
STREET	STREET	**ST**
	STRT	
	ST	
	STR	
STREETS	STREETS	**STS**
SUMMIT	SMT	**SMT**
	SUMIT	
	SUMITT	
	SUMMIT	
TERRACE	TER	**TER**
	TERR	
	TERRACE	
THROUGHWAY	THROUGHWAY	**TRWY**
TRACE	TRACE	**TRCE**
	TRACES	
	TRCE	
TRACK	TRACK	**TRAK**
	TRACKS	
	TRAK	
	TRK	
	TRKS	
TRAFFICWAY	TRAFFICWAY	**TRFY**
TRAIL	TRAIL	**TRL**
	TRAILS	
	TRL	
	TRLS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
TRAILER	TRAILER	**TRLR**
	TRLR	
	TRLRS	
TUNNEL	TUNEL	**TUNL**
	TUNL	
	TUNLS	
	TUNNEL	
	TUNNELS	
	TUNNL	
TURNPIKE	TRNPK	**TPKE**
	TURNPIKE	
	TURNPK	
UNDERPASS	UNDERPASS	**UPAS**
UNION	UN	**UN**
	UNION	
UNIONS	UNIONS	**UNS**
VALLEY	VALLEY	**VLY**
	VALLY	
	VLLY	
	VLY	
VALLEYS	VALLEYS	**VLYS**
	VLYS	
VIADUCT	VDCT	**VIA**
	VIA	
	VIADCT	
	VIADUCT	
VIEW	VIEW	**VW**
	VW	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
VIEWS	VIEWS	**VWS**
	VWS	
VILLAGE	VILL	**VLG**
	VILLAG	
	VILLAGE	
	VILLG	
	VILLIAGE	
	VLG	
VILLAGES	VILLAGES	**VLGS**
	VLGS	
VILLE	VILLE	**VL**
	VL	
VISTA	VIS	**VIS**
	VIST	
	VISTA	
	VST	
	VSTA	
WALK	WALK	**WALK**
WALKS	WALKS	**WALK**
WALL	WALL	**WALL**
WAY	WY	**WAY**
	WAY	
WAYS	WAYS	**WAYS**
WELL	WELL	**WL**
WELLS	WELLS	**WLS**
	WLS	

C2   Secondary Unit Designators

Description	Approved Abbreviation
Apartment	**APT**
Basement	**BSMT****
Blank, unable to determine*	
Building	**BLDG**
Department	**DEPT**
Floor	**FL**
Front	**FRNT****
Hanger	**HNGR**
Key	**KEY**
Lobby	**LBBY****
Lot	**LOT**
Lower	**LOWR****
Office	**OFC****
Penthouse	**PH****
Pier	**PIER**
Rear	**REAR****
Room	**RM**
Side	**SIDE****
Slip	**SLIP**
Space	**SPC**
Stop	**STOP**
Suite	**STE**
Trailer	**TRLR**
Unit	**UNIT**
Upper	**UPPR****

   *   *Requires the pound sign (#) to be used on the mailpiece.*
  **   *Does not require a Secondary RANGE to follow.*

Appendix D

Unusual Addressing Situations

There are a number of addressing situations that can create matching and standardization difficulties. The standards contained in this document do not account for every type of addressing situation that may occur; however, these standards are comprehensive and reflect a majority of address styles.

There are some addressing situations of which a mailer should be aware. These include:

D1 Hyphenated Address Ranges

These are prevalent in New York City (for example, *112-10 BRONX RD*), Hawaii, and areas in southern California. The hyphen in the primary range should not be removed if matched to the ZIP+4 File.

D2 Grid Style Addresses

These contain significant punctuation, such as periods (for example, *39.2 RD, 39.4 RD*). There are also grid style addresses in Salt Lake City that include double directionals (for example, in *842 E 1700 S:* E is a predirectional, S is a postdirectional, and 1700 is located in the primary name field).

D3 Alphanumeric Combinations of Address Ranges

For example, *N6W23001 BLUEMOUND RD,* as found in Wisconsin and Northern Illinois.

D4 Fractional Addresses

These are represented as three or four character positions (for example, *123 1/2 MAIN ST). 123 1/2* takes seven character positions in the range field.

D5   Spanish and Other Foreign Words

These are found in Puerto Rico, for example, and are difficult to match. For the purpose of providing as much assistance as possible to standardize Puerto Rico addresses, a complete description of the file format for matching these addresses begins in section 293. Additional information on Spanish words used in primary street names may be found in Appendix H.

For the other address styles mentioned, mailers should be aware that the ZIP+4 File contains these addressing conventions. In most cases, however, unnecessary punctuation and special characters have been removed and are not recommended on a mailpiece.

Alphanumeric address ranges create a challenge for accurate matching. Appendix E provides guidelines for locating and matching alphanumeric ranges (both primary and secondary).

Appendix E

Address Standardization — Alphanumeric/Fractional Coding

E1   Format

E11 Determining Address Ranges

Alphanumeric ranges present a challenge to the address matching process, whether it is being done on the MLOCR, by a vendor's software, or manually. The difficulty in alphanumeric matching is in trying to determine what addresses fall in the range. The following coding rules are being provided to eliminate the inconsistency in the way some of our alphanumeric ranges are coded. The rules that follow apply to both the primary and secondary ranges in street records, rural route box numbers, and highway contract box numbers.

These rules have been developed through meetings, both internal and with some of the major address matching software vendors. We can more accurately match alphanumerics against the ZIP+4 File if they are coded consistently with these rules.

E12 Alphanumeric Ranges

E12.1 Format

In whole numeric ranges all single alphanumeric combinations make a match as long as the input record is higher than the numeric low and lower than the numeric high and the ZIP+4 add-on code is the same.

Example:

100–198(e) MAIN ST	12345-1234

98A	invalid (outside of range)
198A	invalid (outside of range)
102B	valid
158A	valid
158AA	invalid (multiple alphas must be coded)

If *104A MAIN ST* has a separate add-on code, it must be coded and the range 100–198 must be broken (as 100–104 and 106–198).

The low range and the high range must contain the same format of the alphanumeric combination. Numeric numbers do not make a match to alphanumeric ranges.

10A–20A	valid
115C–115F	valid
AB90–AB120	valid
15AB–15AC	valid
12–12	invalid (numerics are not included in alphanumeric ranges)
10–20A	invalid (numeric to alphanumeric)
10A–20	invalid (alphanumeric to numeric)
A–AB	invalid (single to double alpha)

It is acceptable to go from a one-digit numeric to a two-digit numeric (or two-digit numeric to a three-digit numeric, etc.) in a single alphanumeric range record, but it is invalid to go from a single alpha to a double alpha (or double alpha to a triple alpha, etc.).

90A	101A	valid
AB1	AB10	valid
A101	AB101	invalid (single to double alpha)

E12.2 **Middle Range**

The middle of a range contains all of the logical alphanumeric combinations as determined by the value of the low and high ranges and the odd/even indicator.

2A–10A cannot contain 1A, 4B, or 10B, but does contain 3A, 6A, and 7A. BC15–BF15 cannot contain BA15, BM15, or BC16, but does contain BD15.

Note: A pure numeric range (1–99) contains all possible combinations with a single trailing alpha (e.g., 1A, 3X, 25Z, 43A).

E12.3 **Alpha and Numeric Range Format**

When rule one is followed, either the numeric value can be ranged or the alpha value can be ranged but not both; **numerics are not included in alphanumeric ranges.**

1A–4A	valid (contains 2A, 3A, but not 2B, 1, 2, 3, or 4)
1A–1F	valid (contains 1B, 1E, but not 1G)
B3–N3	valid (contains D3, L3, but not A3)

C4−C16   valid (contains C5, C10, but not D5, 10, or C17)
1A−4F   invalid (contains both values ranged)

E12.4   **Multiple Alphas in a Single Field**

In a range with multiple alphas in a single field, only the last position of the alpha is ranged.

10AB–10AD   valid
101AAA–101AAE   valid
BC100–BF100   valid
101AAA–101ABA   invalid (middle alpha changed)
AB100–AD199   invalid (complex alpha and numeric ranged)

If a range consists of multiple alphas (with or without numerics), and a position other than the last alpha seems to change (as in the invalid example above), multiple records are coded for that range, as in the following:

A centralized delivery receptacle containing these alphas:

:   AAA   :   ABA   :   ACA   :   ADA   :
:   AAB   :   ABB   :   ACB   :   ADB   :
:   AAC   :   ABC   :   ACC   :   ADC   :
:   AAD   :   ABD   :   ACD   :   ADD   :

The ZIP+4 File will be reflected as shown below for a single ZIP+4 add-on code:

AAA   AAD   valid (first record)
ABA   ABD   valid (second record)
ACA   ACD   valid (third record)
ADA   ADD   valid (fourth record)
AAA   ADD   invalid (middle alpha cannot change)

The following example describes a condition that you may encounter. In this apartment complex there are three arrow locks, one for building A, one for building B, and one for building C.

A1A   A2A   A3A   A1B   A2B   A3B   1st arrow lock
B1A   B2A   B3A   B1B   B2B   B3B   2nd arrow lock
C1A   C2A   C3A   C1B   C2B   C3B   3rd arrow lock

Because the last two characters change in each address, apply the preceding rules to range only the last alpha position as shown below. The ZIP+4 File shows multiple records for each building. Each arrow lock has its own ZIP+4 add-on code.

A1A   A1B   add-on for 1st arrow lock
A2A   A2B   add-on for 1st arrow lock
A3A   A3B   add-on for 1st arrow lock
B1A   B1B   add-on for 2nd arrow lock
B2A   B2B   add-on for 2nd arrow lock
B3A   B3B   add-on for 2nd arrow lock
C1A   C1B   add-on for 3rd arrow lock
C2A   C2B   add-on for 3rd arrow lock
C3A   C3B   add-on for 3rd arrow lock

E12.5 **Grid Addresses**

The following describes how to code two styles of grid addresses:

N18W22604 or 6W220

In both of these examples, only the right-most numeric portion should be ranged.

N18W22604	N18W22698	valid
6W220	6W298	valid
N23W2400	N26W2598	invalid (ranging both numerics)
4N3000	7N3098	invalid (ranging both numerics)

E12.6 **Odd/Even/Both Indicator**

The following describes the way to set the odd/even/both (O/E/B) indicator in alphanumeric ranges. After following the preceding rules, the proper setting of the O/E/B indicator is important. The O/E/B indicator must be set as *BOTH* in every instance where the alpha is the ranged element. Even and odd indicators may be set only if the numeric portion of the alphanumeric range is the single element ranged. Obviously, any range containing both even and odd numeric elements must be coded as *BOTH*.

10A−20A	acceptable (numeric range, BOTH or EVEN)
115C−115F	(alpha range, must be BOTH)
AB1−AB10	(numeric range, 1−10, must be BOTH)
AB2−AB10	acceptable (numeric range, BOTH or EVEN)
A1A−A1B	(alpha range, must be BOTH)
6W220−6W298	acceptable (numeric range, BOTH or EVEN)

E13 **Fractional Addresses**

All possible fractions are contained within the limits of numeric ranges. Individual fractional addresses should not be coded unless they fall outside of the numeric range or have a different ZIP+4 code. If the range is 1–99(O), 13 1/2, 49 1/3, 57 3/4, and 75 1/16 fall within the limits of the range. 99 1/2 does not, nor does 1/2 or any other purely fractional address.

If a fractional address is the beginning or ending number on the blockface, the ZIP+4 File will show a numeric range record and one or more fractional address records that share the same ZIP+4 code. The address should be ranged to itself (99 1/2–99 1/2 B). If your fractional address needs to carry a different ZIP+4 code, it must be pulled out of the numeric range as a separate record.

Example:
101−199(O) MAIN ST   1245-1235

101 1/2	valid
199 1/2	invalid (outside of range)
1/2	Invalid (outside of range)

Appendix F

Address Standardization — County, State, Local Highways

The following are examples of county, state, and local highway primary names and the recommended standardized format. These are not the only possible examples.

Examples in Use	Standard
COUNTY HIGHWAY 140	**COUNTY HIGHWAY 140**
COUNTY HWY 60E	**COUNTY HIGHWAY 60E**
CNTY HWY 20	**COUNTY HIGHWAY 20**
COUNTY RD 441	**COUNTY ROAD 441**
COUNTY ROAD 110	**COUNTY ROAD 110**
CR 1185	**COUNTY ROAD 1185**
CNTY RD 33	**COUNTY ROAD 33**
CA COUNTY RD 150	**CA COUNTY ROAD 150**
CALIFORNIA COUNTY ROAD 555 (excessive characters)	**CA COUNTY ROAD 555**
EXPRESSWAY 55	**EXPRESSWAY 55**
FARM to MARKET 1200	**FM 1200**
FM 187	**FM 187**
HWY FM 1320	**FM 1320**
HIGHWAY 101	**HIGHWAY 101**
HIWAY 1080A	**HIGHWAY 1080A**
HWY 64	**HIGHWAY 64**
HWY 11 BYPASS	**HIGHWAY 11 BYP**
HWY 66 FRONTAGE ROAD	**HIGHWAY 66 FRONTAGE RD**
HIGHWAY 3 BYP ROAD	**HIGHWAY 3 BYPASS RD**

Examples in Use	Standard
I10	**INTERSTATE 10**
INTERSTATE 40	**INTERSTATE 40**
IH280	**INTERSTATE 280**
INTERSTATE HWY 680	**INTERSTATE 680**
I 55 BYPASS	**INTERSTATE 55 BYP**
I 26 BYP ROAD	**INTERSTATE 26 BYPASS RD**
I 44 FRONTAGE ROAD	**INTERSTATE 44 FRONTAGE RD**
LOOP 410	**LOOP 410**
RD 5A	**ROAD 5A**
ROAD 22	**ROAD 22**
RT 88	**ROUTE 88**
RTE 95	**ROUTE 95**
ROUTE 1150EE	**ROUTE 1150EE**
RANCH RD 620	**RANCH ROAD 620**
ST HIGHWAY 303	**STATE HIGHWAY 303**
STATE HWY 60	**STATE HIGHWAY 60**
SR 220	**STATE ROAD 220**
ST RD 86	**STATE ROAD 86**
STATE ROAD 55	**STATE ROAD 55**
SR MM	**STATE ROUTE MM**
ST RT 175	**STATE ROUTE 175**
STATE RTE 260	**STATE ROUTE 260**

Examples in Use	Standard
TOWNSHIP RD 20	**TOWNSHIP ROAD 20**
TSR 45	**TOWNSHIP ROAD 45**
US 41 SW	**US HIGHWAY 41 SW**
US HWY 44	**US HIGHWAY 44**
US HIGHWAY 70	**US HIGHWAY 70**
KENTUCKY 440	**KY HIGHWAY 440**
KENTUCKY HIGHWAY 189	**KY HIGHWAY 189**
KY 1207	**KY HIGHWAY 1207**
KY HWY 75	**KY HIGHWAY 75**

Examples in Use	Standard
KY ST HWY 1	**KY STATE HIGHWAY 1**
KY STATE HIGHWAY 24	**KY STATE HIGHWAY 24**
KENTUCKY STATE HIGHWAY 625 (excessive characters)	**KY STATE HIGHWAY 625**

Note: When the name of a state is used as a portion of the Primary Street Name, the standard two-letter abbreviation is recommended as depicted in the previous examples. However, when the state name is the complete Primary Street Name, such as OKLAHOMA AVE, then the state name should be spelled out completely.

Appendix G

Business Word Abbreviations

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ABACUS	**ABCS**	ACCOUNTANCY	**ACCTNCY**	ACTION	**ACTN**
ABCS		ACC		ACTN	
ABOVE	**ABV**	ACCOUNTANC		ACTIVITY	**ACTVTY**
ABV		ACCOUNTY		ACTVT	
ABRASIVE	**ABR**	ACCTNCY		ACTVTY	
ABR		ACCOUNTANT	**ACCNT**	ACTOR	**ACTR**
ABRSV		AC		ACTR	
ABROAD	**ABRD**	ACC		ACTUARY	**ACTRY**
ABRD		ACCNT		ACTRY	
ABSOLUTE	**ABSLT**	ACCT		ACTUARIAL	**ACTRL**
ABSLT		ACCTANT		ACTRL	
ABSTRACT	**ABSTRCT**	ACCTNT		ACTURIAL	
ABSTRCT		ACT		ACUPUNCTURE	**ACPNCTR**
ACADEMIC	**ACDMC**	ACCOUNTING	**ACCTG**	ACPNCTR	
ACDMC		ACCTG		ADDITION	**ADDTN**
ACADEMY	**ACDMY**	ACCTNG		ADDTN	
ACAD		ACTG		ADDRESS	**ADDR**
ACADEM		ACCREDITED	**ACCRDTD**	ADDR	
ACDMY		ACCRDTD		ADHESIVE	**ADHSV**
ACCESS	**ACCSS**	ACCREDITATION	**ACCRDTN**	ADHSV	
ACCSS		ACCRDTN		ADJUSTER	**ADJTER**
ACCESSORY	**ACC**	ACCURACY	**ACCRCY**	ADJ	
ACC		ACCRCY		ADJT	
ACCIDENT	**ACDNT**	ACCURATE	**ACCRT**	ADJTER	
ACC		ACCRT		ADJUSTMENT	**ADJMT**
ACDNT		ACHIEVEMENT	**ACHVMNT**	ADJMT	
ACCOMPLISHMENT	**ACCMPLSMNT**	ACHVMNT		ADJUSTOR	**ADJTOR**
ACCMPLSSMNT		ACOUSTIC	**ACSTC**	ADJ	
ACCOUNT	**ACCT**	ACSTC		ADJT	
AC		ACQUISITION	**ACQSTN**	ADJTOR	
ACC		ACQSTN		ADJUTANT	**ADJT**
ACCNT		ACQUIS		ADJ	
ACCONT		ACROSS	**ACR**	ADJT	
ACCT		ACR			
ACCUNT		ACTING	**ACTNG**		
ACNT		ACTNG			

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ADMINISTRATION	**ADMN**	ADVERTISING	**ADVTSNG**	AGING	**AGNG**
AD		AD		AGNG	
ADM		ADV		AGRICULTURAL	**AGRCLTL**
ADMIN		ADVERT		AG	
ADMINIST		ADVERTISIN		AGRCLTRL	
ADMINISTRATI		ADVERTISNG		AGRICULTURE	**AGRCLT**
ADMINISTRATN		ADVG		AG	
ADMN		ADVR		AGRCLT	
ADMSTRN		ADVTG		AIDED	**AID**
ADMINISTRATIVE	**ADMNSTRV**	ADVTNG		AID	
AD		ADVTSNG		AIR CONDITIONING	**AC**
ADMIN		ADVISER	**ADVSR**	AC	
ADMINI		ADV		AIRCONDITIONING	
ADMINISTRATV		ADVSER		ARCNDTNG	
ADMSTR		ADVSR		AIRCRAFT	**ARCRFT**
ADMINISTRATOR	**ADMNSTR**	ADVISOR		AIRCRFT	
ADMIN		ADVSOR		ARCRFT	
ADMINISTR		ADVISORY	**ADVRY**	AIRLINE	**ARLN**
ADMINISTRA		ADV		ARLN	
ADMINISTER		AERIAL	**ARL**	AIRMAN	**ARMN**
ADMINSTR		ARL		AMN	
ADMR		AERONAUTICAL	**ARNTCL**	ARMN	
ADMSTR		ARNTCL		AIRPORT	**ARPRT**
ADMIRAL	**ADM**	AEROSPACE	**ARSPC**	AIRP	
ADM		ARSPC		AIRPT	
ADOPTION	**ADPTN**	AS		ARPRT	
ADPTN		AEROSTAT	**ARSTT**	ARPT	
ADROIT	**ADRT**	ARSTT		AIRWAY	**ARWY**
ADRT		AESTHETIC	**ASTHTC**	ARWY	
ADULT	**ADLT**	ASTHTC		ALARM	**ALRM**
ADLT		AFFAIR	**AFFR**	ALRM	
ADVANCE	**ADVNC**	AFFR		ALCOHOLIC	**ALCHLC**
ADVNC		AFFILIATE	**AFFLT**	ALCHLC	
ADVANCED	**ADVNCD**	AFFLT		ALCOHOLISM	**ALCHLSM**
ADV		AFFILIATED	**AFFLTD**	ALCHLSM	
ADVNCD		AFFLTD		ALDERMAN	**ALDM**
ADVANCEMENT	**ADVMNT**	AFRICAN	**AFRCN**	ALDM	
ADVMNT		AFRCN		ALIGNER	**ALGNR**
ADVENTURE	**ADVNTR**	AGENCY	**AGCY**	ALGNR	
ADVNTR		AGCY		ALIGNING	**ALGNNG**
ADVERTISE	**ADVT**	AGE		ALGNNG	
ADVT		AGENC		ALIGNMENT	**ALIGN**
ADVERTISEMENT	**AD**	AGNCY		ALGNMNT	
AD		AGENT	**AGNT**	ALGNMT	
ADV		AGEN		ALIG	
		AGNT		ALIGN	
		AGT		ALIGNMNT	
		AGGREGATE	**AGGRGT**	ALIGNMT	
		AGGRGT		ALIMENT	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ALLERGIST	**ALLRGST**	AMMUNITION	**AMMUN**	ANONYMOUS	**ANON**
ALLRGST		AMMUN		ANNYMS	
ALLERGY	**ALLRGY**	AMOUNT	**AMNT**	ANNUAL	**ANNL**
ALLRGY		AMNT		ANNL	
ALLIANCE	**ALLNCE**	AMPHIBIOUS	**AMPHBS**	ANODIZING	**ANDZNG**
ALLIE		AMPHBS		ANDZNG	
ALLNCE		AMUSEMENT	**AMUSE**	ANSWERING	**ANSWRNG**
ALLIED	**ALLD**	AMUS		ANS	
ALLD		AMUSE		ANSWRNG	
ALLIE		ANALOG	**ANLG**	ANTIQUE	**ANTQ**
ALLOCATE	**ALLCT**	ANLG		ANTQ	
ALLCT		ANALYSIS	**ANLYS**	APARTMENT	**APT**
ALLOCATION	**ALLCTN**	ANLYS		APART	
ALLCTN		ANALYST	**ANLYST**	APT	
ALLOY	**ALLY**	ANAL		APOSTOLATE	**APSTLT**
ALLY		ANALYS		APSTLT	
ALPHA	**ALPH**	ANALY		APOSTOLIC	**APSTLC**
ALPH		ANALYS		APSTLC	
ALTER	**ALTR**	ANL		APPARATUS	**APPRTS**
ALTR		ANLST		APPRTS	
ALTERATION	**ALTRN**	ANLYS		APPAREL	**APPRL**
ALTER		ANLYST		AP	
ALTERNATIVE	**ALTRNTV**	ANALYTIC	**ANLYTC**	APPRL	
ALTRNTV		ANLYTC		APPLE	**APPLE**
ALTERNATOR	**ALTRNTR**	ANALYTICAL	**ANLYTCL**	APPLIANCE	**APPLNC**
ALTRNTR		ANLYTCL		APPL	
ALTITUDE	**ALTTD**	ANCHOR	**ANCHR**	APPLIANC	
ALTTD		ANCHR		APPLNC	
ALUMINUM	**ALUMN**	ANCIENT	**ANCNT**	APPLICATION	**APPLCTN**
AL		ANCNT		APPLCTN	
ALUM		AND	**&**	APPLICATOR	**APPLCTR**
AMATEUR	**AMTR**	&		APPLCTR	
AMTR		&&		APPLIED	**APPLD**
AMBASSADOR	**AMB**	ANESTHESIA	**ANSTHS**	APPLD	
AMB		ANSTHS		APPLIQUE	**APPLQ**
AMBIANCE	**AMBNC**	ANESTHESIOLOGY	**ANSTHSLGY**	APPLQ	
AMBNC		ANSTHSLGY		APPOINTED	**APPNTD**
AMBULANCE	**AMBL**	ANGLE	**ANGL**	APPNTD	
AMB		ANGL		APPRAISAL	**APPRSL**
AMBL		ANGLER	**ANGLR**	APPRSL	
AMELIORATION	**AMLRTN**	ANGLR		APRSL	
AMLRTN		ANGLICAN	**ANGLCN**	APPRAISER	**APPRSER**
AMERICA	**AMER**	ANGLCN		APPRSER	
AMER		ANIMAL	**ANML**	APPRSR	
AMERICAN	**AMERCN**	ANML		APPRAISOR	**APPRSOR**
AMER		ANIMATED	**ANMTD**	APPRSOR	
AMERCN		ANMTD		APPRSR	
AMMONIA	**AMMN**	ANNEX	**ANX**	APPRENTICE	**APPRNTC**
AMMN		ANNX		APPRNTC	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
APPROACHER	**APPRCHR**	ARTIST	**ART**	ASSOCIATION	**ASSN**
APPRCHR		ART		ASSCO	
ARABIAN	**ARBN**	ARTISTIC	**ARTSTC**	ASSN	
ARBN		ARTSTC		ASSOC	
ARCADE	**ARC**	ARTISTRY	**ARTSTRY**	ASSUMPTION	**ASSMPTN**
ARC		ARTSTRY		ASSMPTN	
ARCD		ASBESTOS	**ASB**	ASSURANCE	**ASSURNC**
ARCHBISHOP	**ABP**	ASB		ASRN	
AB		ASPHALT	**ASPHLT**	ASSRNC	
ABP		ASP		ASSUR	
ARCHS		ASPHLT		ASSURNC	
ARCHERY	**ARCHRY**	ASSEMBLE	**ASSMBL**	ASSURE	**ASSUR**
ARCHRY		ASSEMBLER	**ASSMBLR**	ASSR	
ARCHITECT	**ARCHT**	ASSMBLR		ASSUR	
ARCHT		ASSEMBLY	**ASMBLY**	ASTRONAUTIC	**ASTRNTC**
ARCHTCT		ASMBLY		ASTRNTC	
ARCHITECTURAL	**ARCHL**	ASSEM		ATHLETIC	**ATHL**
ARCH		ASSET	**ASST**	ATHC	
ARCHL		ASST		ATHL	
ARCHITECTURE	**ARCH**	ASSIGNEE	**ASSGN**	ATLANTIC	**ATL**
ARCH		ASSGN		ATL	
ARCHIVE	**ARCHV**	ASSISTANCE	**ASSTNCE**	ATLNTC	
ARCHV		ASSTNCE		ATLAS	**ATLS**
ARENA	**ARN**	ASSISTANT	**ASSIST**	ATLS	
ARN		ASSIST		ATOMIC	**ATMC**
ARISTOCRAT	**ARSTCRT**	ASST		ATMC	
ARISTOCAT		AST		ATTACHE	**ATT**
ARSTCRT		ASSOCIATE	**ASSOC**	ATT	
ARMADILLO	**ARMDLL**	ASO		ATTENDANT	**ATTNDNT**
ARMDLL		ASOC		ATTNDNT	
ARMATURE	**ARMTR**	ASS		ATTENTION	**ATTN**
ARMTR		ASSC		ATN	
ARMED	**ARMD**	ASSCE		ATT	
ARMD		ASSO		ATTN	
ARMORED	**ARMRD**	ASSOC		ATTNTN	
ARMRD		ASSOCATE		ATTIC	**ATTC**
ARMORY	**ARMRY**	ASSOCI		ATTC	
ARMRY		ASSOCIA		ATTITUDE	**ATTTD**
ARROW	**ARW**	ASSOCIAT		ATTTD	
ARW		ASST		ATTORNEY	**ATTY**
ARSENAL	**ARSNL**	ASSOCIATED	**ASSOCD**	AT	
ARSNL		ASOC		ATRNY	
ARTERY	**ARTRY**	ASSCD		ATT	
ARTRY		ASSOC		ATTNY	
ARTIFICIAL	**ARTFL**	ASSOCATED		ATTY	
ARTFL		ASSOCD		ATY	
ARTIFCAL		ASSOD		AUCTION	**AUCT**
ARTISAN	**ARTSN**			AUCT	
ARTSN				AUCTN	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
AUCTIONEER	**AUCTNR**	AUTOMOTIVE	**AUTOMTV**	BALLROOM	**BLLRM**
AUCTNR		AUT		BLLRM	
AUCTIONEERING	**ACTNRG**	AUTO		BANK	**BK**
ACTNRG		AUTOMTV		BK	
AUDIO	**AUD**	AUXILIARY	**AUX**	BANKER	**BNKR**
AUD		AUX		BKR	
AUDIOLOGIST	**AUDLGST**	AUXIL		BNKR	
AUD		AUXILARY		BANKING	**BNKNG**
AUDLGST		AUXILRY		BNKG	
AUDIOLOGY	**AUDLGY**	AVAILABILITY	**AVLBLTY**	BNKNG	
AUD		AVLBLTY		BAPTIST	**BAPT**
AUDLGY		AVENUE	**AVE**	BAPT	
AUDIOPROTHEISISTE	**AUDIOPR**	AV		BPTST	
AUD		AVE		BARBEQUE	**BBQ**
AUDIOPR		AVIATION	**AVN**	BAR B Q	
AUDIOPROTH		AVI		BAR BQ	
AUDPROT		AVN		BARBQUE	
AUDIT	**AUDT**	AVIONIC	**AVNC**	BBQ	
AUD		AVNC		BARBER	**BARB**
AUDT		AWARD	**AWRD**	BARB	
AUDITING	**ADTNG**	AWRD		BARBR	
ADTNG		AWNING	**AWN**	BARGAIN	**BRGN**
AUDITOR	**AUDTR**	AWN		BRGN	
ADTR		AWNG		BARREL	**BRL**
AUD		BACHELOR	**BCHLR**	BRL	
AUDTR		BCHLR		BARRISTER	**BRRSTR**
AUDITORIUM	**ADTRM**	BACKHOE	**BCKHOE**	BRRSTR	
ADTRM		BCKHOE		BASEBALL	**BSBLL**
AUTHORITY	**ATHRTY**	BAGATELLE	**BGTTL**	BSBLL	
ATHRTY		BGTTL		BASEMENT	**BSMNT**
AUT		BAILING	**BLG**	BSMNT	
AUTH		BLG		BASIC	**BSC**
AUTHORI		BAKED	**BKD**	BSC	
AUTHY		BKD		BASKET	**BSK**
AUTOMATED	**AUTOM**	BAKER	**BKR**	BSK	
AUTOM		BKR		BASKETBALL	**BSKTBLL**
AUTOMATIC	**AUTOMTC**	BAKERY	**BKRY**	BSKTBLL	
AUTMTC		BKRY		BATTERY	**BATT**
AUTO		BKY		BATT	
AUTOMTC		BAKING	**BKG**	BTRY	
AUTOMATION	**AUTOMTN**	BKG		BAZAAR	**BZR**
ATMTN		BALANCE	**BAL**	BZR	
AUTO		BAL		BEACH	**BCH**
AUTOMTN		BALANCING	**BALNCNG**	BCH	
AUTOMOBILE	**AUTO**	BALNCNG		BEARING	**BRNG**
AUTO		BALLER	**BLLR**	BRNG	
		BLLR		BEAUTICIAN	**BTCN**
		BALLOON	**BLN**	BTCN	
		BLN			

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
BEAUTY	**BTY**	BIOCHEMISTRY	**BIOCHEM**	BOOKBINDER	**BKBNDR**
BTY		BIOCHEM		BKBNDR	
BUTY		BIOLOGICAL	**BIOL**	BOOKBINDING	**BKBNDNG**
BEAVER	**BVR**	BIO		BKBNDNG	
BVR		BIOL		BOOKKEEPER	**BKPR**
BEDDING	**BEDG**	BIOLGCL		BKKP	
BEDG		BIOLOGIST	**BIOGST**	BKKPR	
BEGINNING	**BGNG**	BIO		BKPR	
BGNG		BIOGST		BOOKKEEPING	**BKPG**
BEHAVIORAL	**BHVRL**	BIOL		BKKP	
BHVRL		BIOLOGY	**BIO**	BKKPG	
BENEFICE	**BNFC**	BIOL		BKKPNG	
BNFC		BIO		BKPG	
BENEFICIAL	**BNFCL**	BIOMEDICAL	**BIOMDCL**	BOOKKPING	
BNFCL		BIOMDCL		BOOKSELLER	**BKSLLR**
BENEFIT	**BNFT**	BIONOMIC	**BIONMC**	BKSLLR	
BNFT		BIONMC		BOOKSHELF	**BKSHLF**
BENEVOLENT	**BNVLNT**	BIOTECHNOLOGY	**BIOTECH**	BKSHLF	
BNVLNT		BIOTECH		BOOKSTORE	**BKSTR**
BERRY	**BRY**	BISCUIT	**BSCT**	BKSTR	
BRY		BSCT		BOOKSTOR	
BETTER	**BETR**	BISHOP	**BP**	BOROUGH	**BORO**
BETR		BP		BORO	
BTR		BISTRO	**BSTR**	BOTTLED	**BOTLD**
BEVERAGE	**BEV**	BSTR		BOTLD	
BEV		BLACK	**BLCK**	BOTTLER	**BTTLR**
BIBLE	**BB**	BLCK		BTLR	
BB		BLK		BTTLR	
BICYCLE	**BIKE**	BLACKSMITH	**BSMITH**	BOTTLING	**BTLG**
BIKE		BSMITH		BOTLNG	
BIJOU	**BIJ**	BLAZON	**BLZN**	BTG	
BIJ		BLZN		BTLG	
BIJOUTERIE	**BIJTR**	BLEND	**BLEN**	BTLNG	
BIJTR		BLEN		BOTTOM	**BTM**
BILLETING	**BLLTNG**	BLESSED	**BLSSD**	BOT	
BLLTNG		BLSSD		BTM	
BILLIARD	**BILLD**	BLIND	**BLND**	BOULEVARD	**BLVD**
BILLD		BLND		BLVD	
BILLING	**BLLNG**	BLOCK	**BLK**	BOUTIQUE	**BTQ**
BLLNG		BLK		BTQ	
BINDER	**BDR**	BLUEPRINT	**BLPRNT**	BTQUE	
BDR		BLPRNT		BOWLING	**BOWL**
BINDERY	**BDRY**	BOARD	**BD**	BOWL	
BDRY		BD		BRAIN	**BRN**
BINDING	**BDNG**	BRD		BRN	
BDNG		BOARDING	**BRDNG**	BRAKE	**BRK**
BINGO	**BNG**	BRDNG		BRK	
BNG		BOMBER	**BMBR**		
		BMBR			

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
BRANCH	**BR**	BROWN	**BRWN**	BUTTER	**BUTR**
BR		BRN		BTR	
BRCH		BRWN		BUTR	
BRNCH		BUCCANEER	**BCCNR**	BUTTON	**BUTN**
BRASSERIE	**BRSSR**	BCCNR		BUTN	
BRSSR		BUCKET	**BCKT**	BUYER	**BUYR**
BREEDER	**BRDR**	BCKT		BYR	
BRDR		BUCKEYE	**BCKEYE**	BYPASS	**BYP**
BREWERY	**BRWRY**	BCKEYE		BYP	
BRWRY		BUDDY	**BDDY**	CABARET	**CBRT**
BREWING	**BRWNG**	BDDY		CBRT	
BRWNG		BUDGET	**BGT**	CABIN	**CBN**
BRICK	**BRCK**	BDGT		CBN	
BRCK		BGT		CABINET	**CBNT**
BRK		BUDG		CAB	
BRIDAL	**BRDL**	BUG		CBNT	
BRDL		BUGT		CABINETMAKER	**CABMKR**
BRIDGE	**BRG**	BUFFALO	**BUFF**	CABMKR	
BDG		BUILDER	**BLDR**	CABLE	**CABL**
BR		BLDR		CABL	
BRDGE		BUILDING	**BLDG**	CBL	
BRIEF	**BRF**	BLD		CADET	**CDT**
BRF		BLDG		CDT	
BRIGADIER	**BRIG**	BUILT	**BLT**	CADRE	**CDR**
BRIG		BLT		CDR	
BRIQUETTE	**BRQTT**	BULLDOZING	**BLLDZG**	CAFETERIA	**CAFTRA**
BRQTT		BLLDZG		CFTR	
BRITISH	**BRTSH**	BULLET	**BLLT**	CAFTRA	
BRTSH		BLLT		CALIPER	**CLPR**
BROADCAST	**BRDCST**	BULLETIN	**BLLTN**	CLPR	
BRDCST		BLLTN		CALLIGRAPHER	**CLLGRPHR**
BROADCASTER	**BRDCSTR**	BUREAU	**BUR**	CLLGRPHR	
BRDCST		BUR		CALVARY	**CLVRY**
BRDCSTR		BURGER	**BGR**	CALV	
BROADCASTING	**BRDCSTG**	BGR		CLVRY	
BROCSTG		BURNING	**BRNNG**	CAMERA	**CAM**
BROADWAY	**BRDWY**	BRNNG		CAM	
BRDWY		BURSAR	**BRSR**	CAMPAIGN	**CMPGN**
BROKER	**BRKR**	BRSR		CMPGN	
BRK		BUSINESS	**BUS**	CAMPER	**CMPR**
BRKR		BSNS		CMPR	
BROKERAGE	**BRKRGE**	BUS		CAMPGROUND	**CMPGRND**
BRKG		BUSINES		CMPGRND	
BRKRGE		BUSN		CAMPING	**CMPNG**
BROTHER	**BRO**	BUTCHER	**BTCHR**	CMPNG	
BRO		BUTLER	**BTLR**	CAMPSITE	**CMPST**
BROTHERHOOD	**BRTHD**	BTLR		CMPST	
BRTHD		BUTLR			

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
CAMPUS CMPS CMPUS	**CMPS**	CARGO CRG	**CRG**	CATHEDRAL CATH CATHDRL	**CATHDRL**
CANADIAN CNDN	**CNDN**	CARIBBEAN CRBBN	**CRBBN**	CATHOLIC CATH CTHLC	**CATH**
CANAL CNL	**CNL**	CARLOADING CRLDNG	**CRLDNG**	CATTLE CTTL	**CTTL**
CANDLELIGHT CNDLLGHT	**CNDLLGHT**	CARPENTER CARPTR CPTR	**CARPTR**	CAUSEWAY CSWY	**CSWY**
CANDY CNDY	**CNDY**	CARPENTRY CRPNTRY	**CRPNTRY**	CEDAR CDR CEDR	**CEDR**
CANNERY CAN	**CAN**	CARPET CPT CRPT	**CPT**	CELEBRITY CLBRTY	**CLBRTY**
CANNING CNNNG	**CNNNG**	CARRIAGE CARR CGE	**CARR**	CELLULAR CELL	**CELL**
CANTONMENT CNTNMNT	**CNTNMNT**	CASCADE CASC	**CASC**	CEMENT CEM	**CEM**
CANTOR CANTR CNTR	**CANTR**	CASHIER CAS CASH	**CAS**	CEMETERY CENTENNIAL CENT	**CMTRY**
CANVAS CANV	**CANV**	CASKET CSKT	**CSKT**	CENTENNIAL CENT CENTENNAL CNTNNL	**CENT**
CANYON CYN	**CYN**	CASSETTE CASSTT	**CASSTT**	CENTER CEN CENT CENTR CNTR CTR	**CTR**
CAPITAL CPTAL CPTL	**CPTAL**	CASTING CAST	**CAST**	CENTRAL CENTL CENTR CNTL CNTRL CTRL	**CTRL**
CAPITOL CPTL CPTOL	**CPTOL**	CASTLE CSTL	**CASTL**		
CAPTAIN CAPT CPT	**CAPT**	CASUAL CSL	**CSL**		
CARBONATED CARB	**CARB**	CASUALTY CAS CSLTY	**CSLTY**	CENTRE CTR	**CTR**
CARBURETOR CARBTR	**CARBTR**	CATALOG CATLG CTLG	**CATLG**	CENTURY CEN	**CEN**
CARDIAC CRDC	**CRDC**	CATALOGUE CTLG	**CTLG**	CERAMIC CRMC CRMIC	**CRMC**
CARDINAL CARD	**CARD**	CATERER CATR	**CATR**	CEREMONY CRMNY	**CRMNY**
CARDIOGRAPHIC CRDGRPHC	**CRDGRPHC**	CATERING CATRG CTRG	**CTRG**	CERTIFICATION CTRFCTN	**CTRFCTN**
CARDIOLOGY CRDLGY	**CRDLGY**	CATFISH CTFSH	**CTFSH**		
CARDIOVASCULAR CRDVSCLR	**CRDVSCLR**				
CAREER CAR	**CAR**				

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CERTIFIED	**CERT**	CHARACTER	**CHAR**	CHIMNEY	**CHMNY**
CERTD		CHAR		CHIM	
CERTIF		CHARCOAL	**CHRCL**	CHMNY	
CERTIFIE		CHRCL		CHINESE	**CHIN**
CHAIN	**CHN**	CHARGE	**CHRG**	CHIN	
CH		CHARITABLE	**CHRTBL**	CHIROPRACTIC	**CHIROPRCTC**
CHN		CHRTBL		CHIRO	
CHAIR	**CHR**	CHARTER	**CHRTR**	CHIROPRAC	
CHR		CHAR		CHIROPRCTC	
CHAIRED	**CHRD**	CHRTR		CHIROPRACTOR	**CHIRO**
CHRD		CHARTERED	**CHRTRD**	CHIRO	
CHAIRMAN	**CHRMN**	CHRTRD		CHOCOLATE	**CHOC**
CH		CHAUFFEUR	**CHFFR**	CHOC	
CHAIR		CHFFR		CHOICE	**CHCE**
CHARMN		CHAUSSURE	**CHSSR**	CHCE	
CHM		CHSSR		CHOSE	**CHS**
CHMN		CHECK	**CHK**	CHS	
CHRM		CHK		CHRIST	**CHRST**
CHRMN		CHEESE	**CHES**	CHR	
CHAIRPERSON	**CHRPRSN**	CHES		CHRST	
CHRPRSN		CHS		CHRISTIAN	**CHRSTN**
CHAIRWOMAN	**CHRWMN**	CHEMICAL	**CHEML**	CHR	
CHRWMN		CHEM		CHRIST	
CHAMBER	**CHMBR**	CHEML		CHRISTN	
CHAMB		CHEMIST	**CHEM**	CHRSTN	
CHMBR		CHEM		CHRONICLE	**CHRNCL**
CHAMPION	**CHAMP**	CHMST		CHRNCL	
CHAMP		CHERRY	**CHRY**	CHRYSLER	**CHRYSLR**
CHANCELLOR	**CHANCLLR**	CHRY		CHRY	
CH		CHESS	**CHSS**	CHRYSLR	
CHAN		CHSS		CHURCH	**CHURCH**
CHANCLLR		CHESTNUT	**CHSTNT**	CHR	
CHANCELOR	**CHANCLR**	CHSTNT		CHUR	
CH		CHEVROLET	**CHEVY**	CHURC	
CHAN		CHEVY		CIGAR	**CG**
CHANCLR		CHICKEN	**CHICK**	CG	
CHANDLER	**CHANL**	CHC		CIGARETTE	**CIG**
CHANL		CHCKN		CIG	
CHANGE	**CHNG**	CHICK		CINEMA	**CINE**
CHNG		CHKN		CINE	
CHANNEL	**CHNNL**	CHIEF	**CHF**	CIRCLE	**CIR**
CHNNL		CHF		CIR	
CHAPEL	**CPL**	CHILDREN	**CHLD**	CRCL	
CPL		CHLDRN		CIRCUIT	**CRCT**
CHAPLAIN	**CHAP**	CHLD		CRCT	
CHAP		CHILDRENS	**CHLDS**	CIRCULAR	**CRCLR**
CHAPTER	**CHPTR**	CHILD		CRCLR	
CHPTR				CIRCUS	**CRCS**
				CRCS	

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CIRQUE	**CRQ**	CLINIC	**CLNC**	COLLABORATIVE	**CLLBRTV**
CRQ		CL		CLLBRTV	
CITIZEN	**CITZN**	CLIN		COLL	
CITZN		CLINI		COLLATERAL	**CLLTRL**
CTZN		CLNC		CLLTRL	
CITRUS	**CTRS**	CLINICAL	**CLINIC**	COLLECTABLE	**CLLCTABL**
CTRS		CLINIC		CLLCTABL	
CIVIC	**CVC**	CLINICA		CLLCTBL	
CVC		CLIPPER	**CLPPR**	COLLECTIBLE	**CLLCTIBL**
CIVIL	**CVL**	CLPPR		CLLCTBL	
CVL		CLOCK	**CLCK**	CLLCTIBL	
CLAIM	**CLM**	CLCK		COLLECTION	**COLLECT**
CLM		CLK		CLCTN	
CLASS	**CLAS**	CLOSET	**CLOS**	COLLECT	
CLAS		CLOS		COLLECTN	
CLASSIC	**CLSC**	CLOTHES	**CLTHS**	COLLECTIVE	**CLLCTV**
CLSC		CLOS		CLLCTV	
CLASSIFICATION	**CLASS**	CLTHS		COLLECT0R	**COLL**
CLASS		CLOTHIER	**CLTHR**	COLL	
CLSFCTN		CLTHR		COLLEGE	**COLG**
CLEAN	**CLN**	CLOTHING	**CLTHNG**	CLG	
CLN		CL		CLGE	
CLEANER	**CLNR**	CLTHNG		COLG	
CLNR		CLUBHOUSE	**CLBHS**	COL	
CLR		CLBHS		COLL	
CLEANING	**CLNG**	CLUTCH	**CLTCH**	COLLEG	
CLEANG		CLTCH		COLLEGIATE	**COLGT**
CLG		COACH	**CH**	COLGT	
CLNG		CCH		COLLISION	**CLLSN**
CLEANSER	**CLNSR**	COAST	**CST**	CLLSN	
CLNSR		CST		COLONEL	**COL**
CLEARING	**CLRNG**	COASTAL	**CSTL**	COL	
CLRNG		CSTL		COLONIAL	**CLNL**
CLERGY	**CLER**	COATED	**CTD**	CLNL	
CL		CTD		COL	
CLER		COATING	**CTNG**	COLONY	**CLNY**
CLERK	**CLRK**	CTNG		CLNY	
CK		COCKPIT	**CCKPT**	COLOR	**CLR**
CL		CCKPT		CLR	
CLK		COCOA	**CCO**	COLOSSAL	**CLSSL**
CLRK		CCO		CLSSL	
CLIFF	**CLFS**	COFFEE	**COF**	COMBINED	**COMB**
CLF		COF		COM	
CLIMATE	**CLIMAT**	COIFFEUR	**CFFR**	COMB	
CLIMAT		CFFR		COMBUSTION	**COMBSTN**
		COIFFEUSE	**CFFS**	CMBSTN	
		CFFS		COMBSTN	
		COIFFURE	**COIFF**		
		COIFF			

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COMFORT	**CMFRT**	COMMONWEALTH	**CMNWLTH**	COMPOSITE	**COMPST**
CMFRT		CMNWLTH		COMPST	
CMFT		COMMONWLTH		COMPOSITION	**COMP**
COMMAND	**CMND**	COMMUNE	**COMMN**	COMP	
CMND		COMMN		COMPOUNDING	**COMPNDNG**
COM		COMMUNICATE	**COMMUN**	COMPNDNG	
COMMANDANT	**COMDT**	COMM		COMPREHENSIVE	**CMPRHNSV**
COM		CCOMMNCTE		CMPRHNSV	
COMDT		COMMUNICAT		COMPRESS	**COMPRSS**
COMMDT		COMMUNICATION	**COMMCTN**	COMPRSS	
COMMANDER	**CMDR**	COMM		COMPRESSOR	**CMPSR**
CDR		COMMCTN		CMPSR	
CMDR		COMMUN		COMPTABLE	**COMPTBLE**
COM		COMMUNICATI		COMPTBLE	
COMM		COMMUNICTN		COMPTROLLER	**COMPTLR**
COMMDR		COMMUNIQUE	**COMMNQ**	CMPTRLR	
COMMANDING	**COMDG**	COMMNQ		COMP	
COMDG		COMMUNITY	**CMNTY**	COMPT	
COMMENCEMENT	**COMMNCMNT**	CMMNTY		COMPTLR	
COMMNCMNT		CMNTY		COMPTLR	
COMMERCE	**COMMRCE**	CMTY		COMPTRLR	
CMMRC		COM		COMPTROLL	
COMM		COMM		COMPUTER	**CMPTR**
COMMERC		COMNTY		CMP	
COMMRCE		CTY		CMPTR	
COMMERCIAL	**COMRCL**	COMPANY	**CO**	COM	
CMRCL		CO		COMP	
COMRCL		COMP		COMPTR	
COMMISSARY	**COMSY**	COMPAN		COMPU	
COMSY		COMPNY		COMPUTERIZED	**COMPTRZD**
COMMISSION	**COMM**	COMPARATIVE	**COMPRTV**	COMPTRZD	
COMM		COMPRTV		COMPUTING	**CMPTG**
COMMISSN		COMPATIBLE	**COMPTBL**	CMPTG	
COMMISSIONER	**COMMR**	COMPTBL		CONCENTRATE	**CONCNTRT**
COMMR		COMPENSATION	**CMPNSTN**	CON	
COMMITTEE	**CMMTE**	CMPNSTN		CONCNTRT	
CMMTE		COMPILER	**COMPLR**	CONCEPT	**CNCPT**
COM		COMP		CNCPT	
COMITE		COMPLR		CONCESSION	**CONCSSN**
COMM		COMPLETE	**CMPLT**	CONCSSN	
COMMODITY	**COM**	CMPLT		CONCOURSE	**CONCRS**
COM		COMPLET		CONCRS	
COMMODORE	**COMD**	COMPLEX	**COMPLX**	CONCRETE	**CONCRT**
COMD		COMPLX		CON	
COMO		COMPONENT	**COMPNNT**	CONCRET	
COMMON	**CMMN**	COMPNNT		CONCRT	
CMMN		COMPOSE	**COMPS**	CONDITIONING	**COND**
		COMPS		CNDNTNG	
				COND	

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CONDOMINIUM CNDMNM CONDO	**CONDO**	CONSOLIDATOR CONSLDTR	**CONSLDTR**	CONTACT CONT	**CONT**
CONFECTIONERY CONF	**CONF**	CONSORTIUM CNSRTM	**CNSRTM**	CONTAIN CNTN	**CNTN**
CONFEDERATED CONFDRTD	**CONFDRTD**	CONSTRUCT CONSTRCT	**CONSTRCT**	CONTAINER CONTNR	**CONTNR**
CONFEDERATION CONFDRTN	**CONFDRTN**	CONSTRUCTING CNSTRCTNG CONSTG	**CNSTRCTNG**	CONTEMPORARY CONTEMP CONTEMPO CONTEMPOR CONTEMPORAR	**CONTEMP**
CONFER CNFR	**CNFR**	CONSTRUCTION CNST	**CONSTRCTN**		
CONFERENCE CNFRNC CONFRENCE	**CNFRNC**	CNSTR CNSTRCTN CONST		CONTEST CNTST	**CNTST**
CONGREGATION CONGREG CONGRG	**CONGREG**	CONSTN CONSTR CONSTRCTN		CONTINENTAL CNTNTL CONT	**CONTNTL**
CONGREGATIONAL CONGREGTNL	**CONGREGTNL**	CONSTRN CONSTRTN CONSTRUCTN		CONTINENT CONTNENTA CONTINENTL CONTNTL	
CONGRESS CNGRS	**CNGRS**	CONSTRUCTOR CNSTR CONSTR	**CONSTR**	CONTINUING CONTNG	**CONTNG**
CONGRESSIONAL CNGRSNL	**CNGRSNL**	CONSULT CON	**CON**	CONTINUOUS CONTNS	**CONTNS**
CONGRESSMAN CONGRSMAN	**CONGRSMAN**	CONSULTANT CNSLT CNSLTNT CON	**CONSLNT**	CONTRACT CNTR CNTRCT CONTR CONTRAC	**CNTRCT**
CONNECTION CONNECT	**CONNECT**	CONS CONSL CONSLTNT			
CONQUISTADOR CONQUISDR	**CONQUISDR**	CONSULT CONSULTA CONSULTAN CONSULTNT		CONTRACTING CNTRCTNG CONTG CONTR CONTRACTIN CONTRG	**CNTRCTNG**
CONSERVATION CNSRVTN CNSVTN CONSER CONSERV CONSERVE	**CONSERVE**	CONSULTATION CNSLTN	**CNSLTN**		
		CONSULTING CNSLTNG CONSLNTNG CONSLTG CONSLTNG CONSULTI CONSULTIN	**CONSLTNG**	CONTRACTOR CNTRCTR CONTR COR	**CONTR**
CONSERVATORY CONSRVTRY	**CONSRVTRY**			CONTRIBUTION CONTRBTN	**CONTRBTN**
CONSOLATION CONSLTN	**CONSLTN**			CONTROL CNTRL CONTRL CTL CTRL	**CNTRL**
CONSOLIDATED CNSLD CNSLDTD CONS	**CONS**				
CONSOLIDATION CONSLDTN	**CONSLDTN**	CONSUMER CNSMR CONS CONSMR	**CONSMR**	CONTROLLED CONTRLLD	**CONTRLLD**

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CONTROLLER	**CNTRLLR**	COOPERATIVE	**COOPRTV**	COSMETIC	**CSMTC**
CNTLR		CO OP		COSMT	
CNTR		COOP		CSMTC	
CNTRL		COOPRTV		COSMETOLOGIST	**CSMTLGST**
CNTRLLR		COORDINANT	**COORD**	COS	
CNTRLR		COORD		CSMTLGST	
CONTLR		COORDINATE	**COORDNT**	COTTAGE	**CTG**
CONTR		COORDNT		CTG	
CONTRLLR		COORDINATOR	**COORDNTR**	COTTON	**COT**
CONTRLR		COOR		COT	
CONTROLER		COORD		COUNCIL	**CNCL**
CONTROLL		COORDNTR		CL	
CONTROLLE		COPIER	**COPR**	CNCL	
CONTROLLR		COPR		COUNCI	
CTL		COPPER	**COP**	COUNCILING	**CNCLNG**
CTLR		COP		CNCLNG	
CTRLR		CORNER	**CORN**	COUNSEL	**CNSL**
CONVALESCENT	**CONVAL**	COR		CNSL	
CONV		CORNR		COL	
CONVALESCEN		CORONER	**COR**	COUNSELING	**CNSLNG**
CONVENIENCE	**CONV**	COR		CNSLNG	
CONV		CORPORAL	**CORPL**	COUNSELLOR	**CNSLLR**
CONVENIENT	**CONVNT**	CORP		CNSLLR	
CONVNT		CORPL		CNSLR	
CONVENT	**CNVNT**	CPL		COUNSELOR	**CNSLR**
CNVNT		CORPORATE	**CORPRT**	CNSLR	
CONVNT		CORP		COUNT	**CNT**
CONVENTION	**CNVNTN**	CORPORT		CNT	
CNVNTN		CORPRT		COUNTER	**CNTR**
CONVERSE	**CONVRS**	CRP		CNTR	
CONVRS		CORPORATION	**CORP**	COUNTRY	**CNTRY**
CONVERSION	**CNVRSN**	CORP		CNTRY	
CNVRSN		CORPORATIN		CO	
CONVERTER	**CONVRTR**	CORPORATIO		CTRY	
CONVRTR		CORRECT	**CRRCT**	COUNTRYSIDE	**CNTRYSD**
CONVERTIBLE	**CONVRTBL**	CRRCT		CNTRYSD	
CONVRTBL		CORRECTION	**CRRCTN**	COUNTY	**CNTY**
CONVEYOR	**CONVYR**	CRRCTN		CNTY	
CONVYR		CORRECTIONAL	**CRRCTNL**	CO	
COOKED	**CKD**	CORCTNL		CTY	
CKD		CRRCTNL		COUPE	**CP**
COOKIE	**CK**	CORRESPONDENCE	**CORR**	CP	
CK		CORR		COURIER	**COUR**
COOLING	**COOL**	CORRESPONDENT	**CORRSPNDNT**	COUR	
COOL		COR		COURIR	
COOLG		CORR		COURSE	**CRS**
COOPERATE	**COOP**	CORRSPNDNT		CRS	
COOP		CORRUGATED	**CORRGTD**	CRSE	
		CORRGTD			

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COURT	**CT**	CRESCENT	**CRES**	CUSTOM	**CSTM**
CRT		CRES		CSTM	
CT		CREST	**CREST**	CUST	
COURTESY	**CRTSY**	CRST		CUSTOMER	**CUST**
CRTSY		CRIMINAL	**CRMNL**	CUST	
COVENANT	**CVNNT**	CRMNL		CUTLERY	**CUTLY**
CVNNT		CROCKERY	**CKRY**	CUTLY	
COVERING	**COVER**	CKRY		CUTTING	**CUT**
COVER		CRK		CUT	
CVG		CROSS	**CR**	CUTING	
CVRNG		CR		CYBERNETIC	**CYBRNTC**
COWBOY	**CWBY**	CROSSING	**XING**	CYBRNTC	
CWBY		CRSSNG		CYCLE	**CYCL**
CRAFT	**CRFT**	CROSSROAD	**XROAD**	CYCL	
CFT		CROSSRD		DAILY	**DLY**
CRFT		XRD		DLY	
CRAFTER	**CFTR**	XROAD		DAIRY	**DRY**
CFTR		CROWN	**CRWN**	DAR	
CRAFTSMAN	**CFT**	CRN		DRY	
CFT		CRWN		DAME	**DM**
CRAFTSMEN	**CFTMN**	CRUISE	**CRUS**	DM	
CFTMN		CRS		DANCE	**DNC**
CRANBERRY	**CRNBRRY**	CRUS		DNC	
CRNBRRY		CRUSADE	**CRSD**	DATABASE	**DB**
CRANE	**CRN**	CRSD		DB	
CRN		CRUSADER	**CRSDR**	DATZUN	**DTZN**
CRANKSHAFT	**CRNKSHFT**	CRSDR		DTZN	
CRNKSHFT		CRUST	**CRUST**	DAUGHTER	**DGHTR**
CRAZY	**CRZY**	CRST		DGHTR	
CRZY		CRYOGENIC	**CRYGNC**	DEACON	**DCN**
CREAM	**CRM**	CRYGNC		DCN	
CRM		CRYSTAL	**CRYSTL**	DEALER	**DLR**
CREAMERY	**CRMRY**	CRYSTL		DLR	
CRMRY		CUISINE	**CSN**	DEALING	**DLG**
CREATION	**CREAT**	CSN		DLG	
CREAT		CULTURAL	**CLTRL**	DECAL	**DEC**
CREATIVE	**CREATV**	CLTRL		DEC	
CREAT		CUPBOARD	**CPBRD**	DECISION	**DCSN**
CREATV		CPBRD		DCSN	
CRTVE		CURATOR	**CUR**	DECOR	**DCR**
CREDIT	**CRDT**	CUR		DCR	
CRDT		CURRICULUM	**CURR**	DECORATING	**DECOR**
CRED		CURR		DCRTNG	
CREEK	**CRK**	CURTAIN	**CRTN**	DCTG	
CRK		CRTN		DECOR	
CREMATORY	**CRMTRY**	CUSTODIAN	**CUSTDN**	DECORATION	**DCTN**
CRMTRY		CUST		DCTN	
CREPE	**CRP**	CUSTDN			
CRP					

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DECORATOR	**DCRTR**	DEPOT	**DEP**	DEVICE	**DVC**
DCRTR		DEP		DVC	
DCTR		DPT		DIAGNOSTIC	**DGNSTC**
DEFENCE	**DEFNC**	DEPUTY	**DPTY**	DGNSTC	
DEF		DEP		DIAG	
DEFNC		DEPT		DIAMOND	**DMND**
DEFENSE	**DEFNS**	DPTY		DMND	
DEFNS		DERMATOLOGIST	**DERMTLGST**	DIAPER	**DPR**
DELICATESSEN	**DELI**	DERM		DPR	
DELI		DERMTLGST		DICTATOR	**DICT**
DELIGHT	**DLGHT**	DERMATOLOGY	**DERM**	DICT	
DLGHT		DERM		DIELECTRIC	**DLCTRC**
DELINTING	**DLNTG**	DESERT	**DSRT**	DLCTRC	
DLNTG		DSRT		DIESEL	**DSL**
DELIVERANCE	**DELVRNC**	DESIGN	**DSGN**	DSL	
DELIVRANCE		DES		DIETARY	**DTRY**
DELVRNC		DSGN		DIETRY	
DELIVERY	**DLVRY**	DESIGNER	**DSGNR**	DTRY	
DEL		DESGR		DIETETIC	**DIETC**
DLVRY		DSGNR		DIETC	
DELTA	**DLT**	DSGR		DIETEIC	
DLT		DESIGNING	**DSGNG**	DIFFERENT	**DIFF**
DEMOCRATIC	**DEM**	DSGNG		DIFF	
DEM		DETAIL	**DTL**	DIFFUSION	**DIFFSN**
DEMOLITION	**DEMLTN**	DTL		DIFF	
DEM		DETECTIVE	**DET**	DIFFSN	
DEMLTN		DET		DIGEST	**DGST**
DENTAL	**DNTL**	DETENTION	**DETNTN**	DGST	
DNTL		DEVELOPER	**DVLPR**	DIGESTIVE	**DGSTV**
DENTIST	**DDS**	DVLPR		DGSTV	
DENT		DEVELOPMENT	**DEV**	DIGITAL	**DGTL**
DDS		DEV		DGTL	
DENTISTRY	**DNTSTRY**	DEVEL		DILIGENCE	**DLGNC**
DNTSTRY		DEVELOP		DLGNC	
DENTURE	**DENTR**	DEVELOPM		DIMENSION	**DIM**
DENTR		DEVELOPMEN		DIM	
DNTR		DEVELOPMNT		DIMENSIONAL	**DIML**
DEPARTMENT	**DEPT**	DEVELOPMT		DIML	
DEP		DEVELP		DINER	**DNR**
DEPART		DEVELPMT		DIN	
DEPARTM		DEVLMNT		DNR	
DEPARTMNT		DEVLPMNT		DIOCESE	**DIO**
DEPT		DEVLPMT		DIO	
DPT		DEVMT		DIODE	**DIOD**
DEPENDABLE	**DPNDBL**	DVLOPMT		DIOD	
DPNDBL		DVLPMNT		DIRECT	**DIRECT**
DEPOSIT	**DPST**	DVLPMT		DIR	
DPST		DEVELOPMENTAL	**DEVLPMNTL**	DIRECTION	**DIRCTN**
		DEVLPMNTL		DIRCTN	

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DIRECTIONAL DIRCTNL	**DIRCTNL**	DISTRIBUTOR DISTR DISTRIB DISTRIBTR DISTRIBUT DSTBTR	**DISTR**	DOWNTOWN DWNTN	**DWNTN**
DIRECTOR DIR DIRCTR	**DIR**			DRAFTING DRFTNG	**DRFTNG**
DIRECTORATE DIRCTRT	**DIRCTRT**			DRAFTSMAN DFTSMAN DRAFTS	**DFTSMAN**
DIRECTORY	**DIRCTRY**	DISTRICT DIST DST	**DIST**	DRAGON DRGN	**DRGN**
DISABILITY DSBLTY	**DSBLTY**	DIVERSIFIED DVRSFD DVSFD	**DVSFD**	DRAIN DRN	**DRN**
DISARMAMENT DSARMNT	**DSARMNT**	DIVIDE DIV	**DV**	DRAINAGE DRNG	**DRNG**
DISBURSEMENT DISBMT	**DISBMT**	DIVING DVNG	**DVNG**	DRAMA DRMA	**DRMA**
DISCOUNT DISC	**DISC**	DIVISION DIV DIVSN	**DIV**	DRAPERY DRAP DRAPERIES	**DRAP**
DISPATCH DISP DISPTCH	**DISP**	DIVISIONAL DIV DIVSNL DVSNL	**DIVSNL**	DREAM DRM	**DRM**
DISPATCHER DISP DISPR	**DISPR**	DOCTOR DO DR M D MD PH D	**DR**	DRESS DRS	**DRS**
DISPENSARY DSPN	**DSPN**			DRILL DRLL	**DRLL**
DISPLAY DISP DSPLY	**DSPLY**			DRILLING DRILL DRLG	**DRILL**
DISPOSAL DSPSL	**DSPSL**	DOCTRINE DOCTRN	**DOCTRN**	DRIVING DRVG	**DRG**
DISTILLER DIST DISTLR	**DISTLR**	DOCUMENTATION DCMNTN	**DCMNTN**	DRYWALL DRYWL	**DRYWL**
DISTILLERY DIST DISTLLRY	**DISTLLRY**	DODGE DDG	**DDG**	DUCHESS DCHSS	**DCHSS**
DISTINCTIVE DISTNCTV	**DISTNCTV**	DOLLAR DLLR DLR	**DLLR**	DUPLICATING DUP DUPNG	**DUPNG**
DISTRIBUTING DISTR DISTRG DISTRIB DISTRIBUTIN	**DISTRG**	DOMESTIC DOM	**DOM**	DUPLICATION DUP	**DUP**
		DOMINION DOMNN	**DOMNN**	DUTCH DTCH	**DTCH**
DISTRIBUTION DIST DISTR DISTRB DISTRIB DISTRIBUTIN DSTRBTN	**DISTRB**	DONNEE DNN	**DNN**	DWELLING DWLLNG	**DWLLNG**
		DOUBLE DBL	**DBL**	DYEING DYG DYNG	**DYNG**
		DOUGHNUT DNT DONUT	**DONUT**	DYING DYG	**DYG**

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DYNAMIC	**DYNMC**
DYNA	
DYNMC	
EAGLE	**EGL**
EGL	
EARLY	**ERLY**
ERLY	
EARTH	**ERTH**
ERTH	
EASTERN	**ESTRN**
ESTRN	
EASTSIDE	**ESTSD**
ESTSD	
EATERY	**ETRY**
ETRY	
ECOLOGY	**ECO**
ECLGY	
ECO	
ECOLO	
ECONOMIC	**ECNMC**
ECNMC	
ECON	
ECONOMIST	**ECONMST**
ECOM	
ECON	
ECONMST	
ECONOMY	**ECON**
ECON	
EDIBLE	**EDBL**
EDBL	
EDIFICE	**EDFC**
EDFC	
EDITION	**ED**
ED	
EDITOR	**EDIT**
EDIT	
EDTR	
EDUCATION	**EDUC**
ED	
EDCT	
EDCTN	
EDUC	
EDUCATIONAL	**EDUCL**
EDUC	
EDUCATIONL	
EDUCL	
EDUCTL	

Common Presentation	Postal Service Standard
EIGHTH	**8TH**
VIII	
8TH	
ELDER	**ELDR**
ELDR	
ELDERLY	**ELDRLY**
ELDRLY	
ELECT	**ELEC**
ELCT	
ELE	
ELEC	
ELECTED	**ELCTD**
ELCTD	
ELECT	
ELECTRIC	**ELECTR**
ELC	
ELEC	
ELECT	
ELECTR	
ELECTRICAL	**ELECTRL**
ELEC	
ELECT	
ELECTRL	
ELECTRICIAN	**ELECTRCN**
ELEC	
ELECT	
ELECTRCN	
ELECTRICITY	**ELECTRCTY**
ELEC	
ELECT	
ELECTRCTY	
ELECTROLOGIST	**ELCTRLGST**
ELCTRLGST	
ELECTROLYSIS	**ELCTRLYS**
ELCTRLYS	
ELECTRLSIS	
ELECTRLYS	
ELECTROMECHAN-ICAL	**ELCTRMCHNCL**
ELCTRMCHNCL	
ELECTROMEDICAL	**ELCMED**
ELCMED	
ELECTROMETAL-LURGICAL	**ELCMTLG**
ELCMTLG	
ELECTRON	**ELCTRN**
ELCTRN	

Common Presentation	Postal Service Standard
ELECTRONIC	**ELECT**
ELEC	
ELECT	
ELECTRNC	
ELECTROPLATING	**ELCPLTG**
ELCPLTG	
ELEGANCE	**ELGNC**
ELGNC	
ELEGANT	**ELGNT**
ELGNT	
ELEMENT	**ELMNT**
ELMNT	
ELEMENTARY	**ELEM**
ELEM	
ELEVATOR	**ELEV**
ELEV	
ELEVENTH	**11TH**
XI	
11	
11TH	
ELITE	**ELITE**
EMBASSY	**EMBSSY**
EMBSSY	
EMBROIDERY	**EMB**
EMB	
EMERGENCY	**EMER**
EMER	
EMERG	
EMERGNCY	
EMPIRE	**EMP**
EMP	
EMPLOYED	**EMPL**
EMPL	
EMPLOY	
EMPLOYEE	**EMPLYE**
EMPL	
EMPLYE	
EMPLOYMENT	**EMPLMNT**
EMPL	
EMPLMNT	
EMPLMT	
EMPORIUM	**EMPOR**
EMPOR	
EMPORM	
EMPRM	
ENAMEL	**ENL**
ENL	
ENAMELING	**ENMLNG**
ENMLNG	

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
ENCYCLOPEDIA	**ENCY**	ENTERPRISE	**ENTRPRS**	EQUIPMENT	**EQUIP**
ENCY		ENT		EQIPMENT	
ENDEAVOR	**ENDVR**	ENTER		EQP	
ENDVR		ENTERP		EQPMNT	
ENDOCRINOLO-GIST	**ENDCRNLGST**	ENTERPRS		EQPT	
		ENTP		EQUIP	
ENDCRNLGST		ENTPR		EQUIPT	
ENDODONTIC	**ENDDNTC**	ENTPS		EQUITABLE	**EQTBL**
ENDDNTC		ENTRPR		EQTBL	
ENERGY	**ENGRY**	ENTRPRS		EQUITY	**EQTY**
ENGRY		ENTERTAINMENT	**ENTRTN**	EQTY	
ENGY		ENTRMT		EQUTY	
ENRG		ENTRTN		ERECTING	**ERCT**
ENGRY		ENTREPOT	**ENTRPT**	ERCT	
ENFORCEMENT	**ENFCMNT**	ENTRPT		ERECTOR	**ERCTR**
ENFCMNT		ENTREPENEUR	**ENTRPRNR**	ERCTR	
ENGINE	**ENG**	ENTRPRNR		ESQUIRE	**ESQ**
ENG		ENTRY	**ENT**	ESQ	
ENGINEER	**ENGR**	ENT		ESSENTIAL	**ESSNTL**
ENG		ENVELOPE	**ENV**	ESSTNL	
ENGR		ENV		ESTABLISHMENT	**ESTAB**
ENGINEERED	**ENGRD**	ENVIRONMENT	**ENVIR**	EST	
ENGRD		ENVIR		ESTAB	
ENGINEERING	**ENGRG**	ENVIRON		ESTATE	**EST**
ENG		ENVRMT		EST	
ENGINRNG		ENVRONMEN		ESTIMATION	**ESTMTN**
ENGR		ENVIRONMENTAL	**ENVIRON**	ESTMTN	
ENGRG		ENVIRON		ESTIMATOR	**ESTMTR**
ENGRNG		ENVRMTL		EST	
ENGLAND	**ENGLD**	ENVRNMTL		ESTMTR	
ENG		EPISCOPAL	**EPISCPL**	ETCETERA	**ETC**
ENGL		EPIS		ETC	
ENGLD		EPISCPL		ETUDE	**ETD**
ENGLISH	**ENGL**	EPSCP		ETD	
ENGL		EPSCPL		EUROPEAN	**ERPN**
ENGLSH		EPSILON	**EPSLN**	ERPN	
ENGRAVER	**ENGRVR**	EPSLN		EVALUATION	**EVAL**
ENGRVR		EQUAL	**EQL**	EV	
ENGRAVING	**ENGRV**	EQL		EVAL	
ENGRV		EQUESTRIAN	**EQSTRN**	EVANGELICAL	**EVNGLCL**
ENLARGE	**ENLRG**	EQSTRN		EVNGLCL	
ENLRG		EQUINE	**EQN**	EVANGELIST	**EVNGLST**
ENSIGN	**ENS**	EQN		EVNGLST	
ENS					

Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard	Common Presentation	Postal Service Standard
EVANGELISTIC EVNGLSTC	**EVNGLSTC**	EXEMPT EXMPT	**EXMPT**	EXPRESSION EXPRSSN	**EXPRSSN**
EVENING EVNNG	**EVNNG**	EXEMPTED EXMPTD	**EXMPTD**	EXPRESSWAY EXPRSSWY EXPY	**EXPY**
EVENT EVNT	**EVNT**	EXHIBIT EXHBT	**EXHBT**	EXTENSION EXT EXTNSN	**EXT**
EVERGREEN EVRGRN	**EVRGRN**	EXHIBITOR EXHBTR	**EXHBTR**	EXTERMINATING EXTERM EXTG EXTRMNTNG	**EXTERM**
EXACT EXCT	**EXCT**	EXPEDITER EXPD	**EXPD**	EXTERMINATOR EXTRMNTR	**EXTRMNTR**
EXAMINATION EXMNTN	**EXMNTN**	EXPEDITION EXP EXPDTN	**EXPDTN**	EXTRACT EXT EXTRCT	**EXTRCT**
EXAMINE EX EXAM EXMN	**EXAM**	EXPEDITOR EXPDTR	**EXPDTR**	EXTRACTOR EXTRCTR	**EXTRCTR**
EXAMINER EXMNR	**EXMNR**	EXPENSE EXP	**EXP**	EXTRAORDINARY EXTRRDNRY	**EXTRRDNRY**
EXCAVATE EXCVT	**EXCVT**	EXPERIENCE EXPRNC	**EXPRNC**	EXTREME EXTRM	**EXTRM**
EXCAVATING EXCAVATNG EXCAVTG EXCVTG	**EXCAVTG**	EXPERIMENT EXPRMNT	**EXPRMNT**	FABRIC FABR FBRC	**FBRC**
EXCAVATION EXCTVN	**EXCVTN**	EXPERT EXPR EXPRT	**EXPR**	FABRICATED FAB FABD	**FABD**
EXCAVATOR EXCAVATR EXCVTR	**EXCVTR**	EXPLORATION EXPLRN EXPN	**EXPLRN**	FABRICATING FABG	**FABG**
EXCEL EXCL	**EXCL**	EXPLOSIVE EXPL EXPLSV	**EXPLSV**	FABRICATION FBRCN	**FBRCN**
EXCELSIOR EXCEL EXCLSR	**EXCLSR**	EXPORT EXP EXPRT EXPT	**EXPRT**	FABRICATOR FAB FABRICTR FBRCTR	**FAB**
EXCEPTIONAL EXCPTNL	**EXCPTNL**	EXPORTATION EXPN EXPRTTN	**EXPN**	FACILITY FAC FACLTY	**FACLTY**
EXCESS EXCSS	**EXCSS**	EXPORTER EXP EXPRTR	**EXPRTR**	FACTOR FCTR	**FCTR**
EXCHANGE ECHANGE EXCH	**EXCH**	EXPOSE EXPS	**EXPS**	FACTORY FAC FCTRY	**FCTRY**
EXECUTIVE EX EXC EXE EXEC	**EXEC**	EXPOSITION EXPO EXPSTN	**EXPO**	FACULTY FCLTY	**FCLTY**
EXECUTOR EXTR	**EXTR**	EXPRESS EX EXP EXPRSS	**EXPRSS**	FAITH FTH	**FTH**

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FALLS	**FLS**	FERTILIZER	**FERT**	FIREWORK	**FRWRK**
FLS		FERT		FRWRK	
FAMILY	**FMLY**	FIBER	**FIBR**	FIRST	**1ST**
FAM		FIBR		I	
FMLY		FIBERGLASS	**FBRGLS**	1	
FAMOUS	**FMS**	FBRGLS		1ST	
FMS		FIBRE	**FBR**	FISCAL	**FISC**
FANCY	**FNCY**	FBR		FISC	
FNCY		FIBR		FISHERY	**FSHRY**
FANTASTIC	**FNTSTIC**	FIDELITY	**FIDLTY**	FSHRY	
FNTSTIC		FDLTY		FISHING	**FSHNG**
FANTASY	**FNTSY**	FIDLTY		FSHNG	
FNTSY		FIELD	**FLD**	FITNESS	**FITNS**
FARM	**FRM**	FLD		FITNS	
FRM		FIFTH	**5TH**	FIXTURE	**FIX**
FARMER	**FRMR**	V		FIX	
FRMR		5TH		FLAVOR	**FLVR**
FARMING	**FRMNG**	FIGHT	**FGHT**	FL	
FRMNG		FGHT		FLA	
FASHION	**FASHN**	FIGHTER	**FGHTR**	FLVR	
FASHN		FGHTR		FLEET	**FLT**
FSHN		FINANCE	**FIN**	FLT	
FASTENER	**FAS**	FIN		FLIGHT	**FLGT**
FAS		FNC		FLGT	
FATHER	**FR**	FINANCIAL	**FNCL**	FLT	
FR		FINL		FLOCK	**FLCK**
FAUCET	**FCT**	FNCL		FLCK	
FCT		FINANCIER	**FINR**	FLOOR	**FL**
FEATHER	**FE**	FIN		FL	
FE		FINR		FLR	
FEDERAL	**FED**	FINANCING	**FING**	FLOORCOVERING	**FLRCVG**
FDRL		FING		FLRCVG	
FED		FINDING	**FNDG**	FLOORING	**FLRNG**
FEDL		FNDG		FLRG	
FEDRL		FINEST	**FNST**	FLRNG	
FEDERATED	**FDRTD**	FNST		FLORAL	**FLRL**
FDRTD		FINISH	**FNSH**	FLRL	
FEDERATION	**FEDRN**	FINSH		FLORIST	**FLRST**
FEDRN		FNSH		FLOR	
FELLOWSHIP	**FLLWSHP**	FINISHING	**FINISH**	FLRST	
FELLOWSHP		FINISH		FLOWER	**FLWR**
FLLWSHP		FINSHG		FLWR	
FLWSHIP		FNSHNG		FLUID	**FLUD**
FLWSHP		FIREARM	**FRARM**	FLD	
FENCE	**FNC**	FRARM		FLUD	
FNC		FIREMAN	**FIRMN**	FLYING	**FLY**
FERROUS	**FER**	FIRMN		FLY	
FER		FRMN		FOCUS	**FCS**
				FCS	

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FOOTBALL FTBLL	**FTBLL**	FOUNDRY FDRY FNDRY	**FNDRY**	FRICTION FRCTN	**FRCTN**
FOOTWEAR FTWR	**FTWR**	FOUNTAIN FTN	**FTN**	FRIED FRD	**FRD**
FORCE FOR FRC	**FRC**	FOURGON FORGN	**FORGN**	FRIEND FRND	**FRND**
FORECASTING FRCSTNG	**FRCSTNG**	FOURTEENTH XIV 14 14TH	**14TH**	FRIENDLY FRNDLY	**FRNDLY**
FOREIGN FGN FRGN	**FRGN**	FOURTH IV 4 4TH	**4TH**	FRONTIER FRNTR	**FRNTR**
FOREMAN FORMN FRMN	**FORMN**			FROZEN FRZ FRZN	**FRZ**
FORESIGHT FORSGHT	**FORSGHT**	FRAGRANCE FRGRNC	**FRGRNC**	FRUIT FRT	**FRT**
FOREST FRST	**FRST**	FRAME FRAM	**FRAM**	FUNCTIONAL FUNCTL	**FUNCTL**
FORESTRY FOR FRSTRY	**FOR**	FRAMEWORK FRMWRK	**FRMWRK**	FUNCTIONARY FUNCTRY	**FUNCTRY**
FOREVER FORVR	**FORVR**	FRAMING FRAMG	**FRAMG**	FUNDAMENTALIST FNDMNTLST	**FNDMNTLST**
FORGING FRG	**FRG**	FRANCHISE FRNCHS	**FRNCHS**	FUNDING FNDNG	**FNDNG**
FORGOING FRGNG	**FORGNG**	FRANCHISING FRANCHSNG	**FRNCHSNG**	FUNERAL FNRL	**FNRL**
FORKLIFT FRKLFT	**FRKLFT**	FRATERNAL FRTRNL	**FRTRNL**	FURNACE FRNC FURN	**FRNC**
FORMAL FRML	**FRML**	FRATERNITY FRTRNTY	**FRTRNTY**	FURNISHING FURN FURNG	**FURNG**
FORMATION FRMTN	**FRMTN**	FREEWAY FRWY FWY	**FWY**	FURNITURE FURN	**FURN**
FORTUNE FRTN	**FRTN**	FREEZE FREZ FRZ	**FREZ**	FURRIER FUR	**FUR**
FORUM FRM FRUM	**FRUM**	FREEZER FRZR	**FRZR**	FUSIL FUSL	**FUSL**
FORWARDING FWDG	**FWDG**	FREIGHT FRGHT FRGT FRT	**FRGHT**	FUSION FUSN	**FUSN**
FOSTER FSTR	**FSTR**	FRENCH FRNCH	**FRNCH**	GALAXY GALXY	**GALXY**
FOUND FND	**FND**	FRESH FRSH	**FRSH**	GALLERY GLLRY	**GLLRY**
FOUNDATION FDN FNDTN FOUNDTN	**FNDTN**	FRIARY FRY	**FRY**	GALVANIZING GLVNZNG	**GLVNZNG**
				GARAGE GAR GRGE	**GRGE**

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GARDEN GDN GDNS GRDN	**GDNS**	GIANT GNT	**GNT**	GRANDMA GRNDMA	**GRNDMA**
GARDENER GRDNR	**GRDNR**	GIFTWEAR GFTWR	**GFTWR**	GRANDPA GRNDPA	**GRNDPA**
GARMENT GMT	**GMT**	GINGERBREAD GNGRBRD	**GNGRBRD**	GRANITE GRAN GRNT	**GRNT**
GASOLINE GAS	**GAS**	GLACE GLC	**GLC**	GRAPHIC GRPHC	**GRPHC**
GASTROENTEROL-OGIST GAST GASTRNTRLGST	**GASTRNTRLGST**	GLADIATOR GLDTR	**GLDTR**	GRAVEL GRAV GRAVL GRVL	**GRVL**
GASTROENTEROL-OGY GAST GASTRNTRLGY	**GASTRNTRLGY**	GLASS GL GLS	**GLS**	GREAT GRT	**GRT**
GATEWAY GTWY	**GTWY**	GLASSWARE GLWR	**GLWR**	GREATER GRTR	**GRTR**
GATHERING GTHRNG	**GTHRNG**	GLAZE GLZ	**GLZ**	GREEN GRN	**GRN**
GAZETTE GAZ	**GAZ**	GLOBAL GLBL	**GLBL**	GREENHOUSE GRNHS GRNHSE	**GRNHS**
GENERAL GEN GENL GN	**GEN**	GLOVE GLV	**GLV**	GREETING GRTG	**GRTG**
GENERATING GNRTNG	**GNRTNG**	GOLDEN GLDN	**GLDN**	GRILL GRL	**GRL**
GENERATION GNRTN	**GNRTN**	GOSPEL GSPL	**GSPL**	GRINDER GRNDR	**GRNDR**
GENERATOR GNRTR	**GNRTR**	GOURMET GRMT	**GRMT**	GRINDING GRIND GRNDG	**GRIND**
GENESIS GNSS	**GNSS**	GOVERNMENT GOV GOVERMT GOVT	**GOVT**	GROCER GROC	**GROC**
GENTLEMEN GNTLMN	**GNTLMN**	GOVERNMENTAL GVRNMNTL	**GVRNMNTL**	GROCERY GROCY	**GROCY**
GEODESIC GDSC	**GDSC**	GOVERNOR GOV GVRNR	**GOV**	GROOMING GROOM	**GROOM**
GEOLOGICAL GEOLGCL	**GEOLGCL**	GRACE GRC	**GRC**	GROUP GP GRP	**GRP**
GEOLOGIST GEOL	**GEOL**	GRADE GRD GRDE	**GRDE**	GROVE GRV	**GRV**
GEOLOGY GEOLGY	**GEOLGY**	GRADUATE GRAD	**GRAD**	GUARANTEED GRNTD	**GRNTD**
GEOPHYSICAL GEOPHYS	**GEOPHYS**	GRAIN GRAN GRN	**GRAN**	GUARD GRD	**GRD**
GERIATRIC GERI	**GERI**	GRAND GRD GRND	**GRND**	GUARDIAN GRDN	**GRDN**

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GUIDANCE	**GUIDNC**	HANDLING	**HNDLG**	HEAVY	**HVY**
GUID		HDLG		HVY	
GUIDNC		HNDLING		HEIGHT	**HTS**
GUIDE	**GUID**	HANDPRINT	**HNDPRNT**	HT	
GUID		HNDPRNT		HELICOPTER	**HLCPTR**
GUILD	**GLD**	HANDY	**HNDY**	HLCPTR	
GLD		HNDY		HELPER	**HLPR**
GUNNERY	**GY**	HANDYMAN	**HNDYMN**	HLPR	
GNNRY		HNDYMN		HEMATOLOGIST	**HEMATL**
GY		HAPPY	**HAP**	HEMATL	
GUNSMITH	**GNSMTH**	HAP		HEMATOLOGY	**HEMATLGY**
GNSMTH		HARBOR	**HBR**	HEMATL	
GYMNASTIC	**GYM**	HARB		HEMATLGY	
GYM		HARBR		HERITAGE	**HRTG**
GYNECOLOGIST	**GYN**	HBR		HRTG	
GYN		HRBOR		HERMITAGE	**HRMTG**
GYNCLGST		HARDWARE	**HDWR**	HRMTG	
GYNECOLOGY	**GYNCLGY**	HDWR		HICKORY	**HCKRY**
GYN		HARNESS	**HARN**	HCKRY	
GYNCLGY		HARN		HIDEAWAY	**HDWY**
GYPSUM	**GYPS**	HATCHERY	**HTCHY**	HDWY	
GYPS		HTCHY		HIGHER	**HGHR**
HABERDASHERY	**HDASHY**	HAULING	**HLG**	HGHR	
HDASHY		HLG		HIGHLAND	**HGLND**
HAIRCUTTING	**HAIRCTTNG**	HAVEN	**HVN**	HGLND	
HAIRCTTNG		HVN		HIGHWAY	**HWY**
HAIRDRESSER	**HRDRSSR**	HAYSTACK	**HYSTCK**	HWY	
HRDRSSR		HYSTCK		HILLTOP	**HLTP**
HAIRSTYLING	**HRSTYLNG**	HEADACHE	**HDCH**	HLTP	
HRSTYLNG		HDCH		HISTORICAL	**HISTRCL**
HAIRSTYLIST	**HRSTYLST**	HEADLINER	**HDLNR**	HIST	
HAIRSTYLS		HDLNR		HISTORCL	
HRSTYLST		HEADQUARTERS	**HDQTRS**	HISTRCL	
HALLMARK	**HLLMRK**	HDQS		HITCHING	**HTCHNG**
HLLMRK		HQ		HTCHNG	
HAMBURGER	**HAMBGR**	HQS		HOBBY	**HOB**
HAMB		HQTS		HOB	
HB		HEALTH	**HLTH**	HOLDING	**HLDNG**
HMBG		HLTH		HLDNG	
HANDBAG	**HBAG**	HEARING	**HEAR**	HOLDG	
HBAG		HEAR		HOLIDAY	**HLDY**
HANDICAPPED	**HNDCPD**	HRNG		HLDY	
HNDCPD		HEART	**HRT**	HOLINESS	**HLNSS**
HANDICRAFT	**HNDCRFT**	HRT		HLNSS	
HANDCRAFT		HEATING	**HTG**	HOMESTEAD	**HMSTD**
HNDCRFT		HEATG		HMSTD	
HANDLER	**HNDLR**	HTG		HOMEWORK	**HMWRK**
HNDLR		HTNG		HMWRK	

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HONEYBEE HNYB	**HNYB**	HYDRAULIC HYDRLC	**HYDRLC**	IMPROVEMENT IMPRV IMPRVMNT IMPRVMT	**IMPRVMT**
HONORABLE HON	**HON**	HYGIENE HYGN	**HYGN**		
HORIZON HRZN	**HRZN**	HYPNOSIS HYPNS	**HYPNS**	INCARNATION INCRNTN	**INCRNTN**
HORSE HRS	**HORSE**	IDEAL IDL	**IDL**	INCOME INCM INCO	**INCM**
HORTICULTURAL HORT HORTL	**HORTL**	IGNITION IGN	**IGN**	INCORPORATED INC INCOR INCORP	**INC**
HORTICULTURE HORT	**HORT**	IMAGE IMG	**IMG**	INCORPORATION INCTN	**INCTN**
HOSIERY HOS HSY	**HSY**	IMAGINATION IMGNTN	**IMGNTN**	INDEMNITY INDMNTY	**INDMNTY**
HOSPICE HOSP HOSPI HSPC	**HSPC**	IMAGING IMGNG	**IMGNG**	INDEPENDENCE INDEP INDPDNC	**INDPDNC**
		IMMACULATE IMMCLT	**IMMCLT**		
HOSPITAL HOSP HOSPIT HSP HSPTL	**HOSP**	IMMEDIATE IMMDT	**IMMDT**	INDEPENDENT IND INDPDNT INDPNDNT	**INDPNDNT**
		IMMIGRATION IMMGRTN	**IMMGRTN**	INDIAN INDN	**INDN**
HOSPITALITY HOSPTY	**HOSPTY**	IMPACT IMP	**IMP**	INDUSTRIAL IND INDL INDSTRL INDUS INDUSTRIA INDUSTRL	**IND**
HOTEL HOT HT HTL	**HTL**	IMPAIRED IMPRD	**IMPRD**		
		IMPEDIMENT IMPDMNT	**IMPDMNT**		
		IMPERIAL IMPRL	**IMPRL**		
HOUSE HS HSE	**HSE**	IMPLEMENT IMPL IMPLMNT IMPT	**IMPL**	INDUSTRY IND INDS INDTRY INDUS INDUST INDUSTR	**INDUST**
HOUSEHOLD HHLD HSEHLD	**HSEHLD**	IMPLEMENTATION IMPLNTN	**IMPLNTN**		
HOUSEWARES HSWRS	**HSWRS**	IMPORT IMPRT	**IMPRT**		
HOUSING HOUSNG HSNG	**HSNG**	IMPORTATION IMPN	**IMPN**	INFANT INF INFNT	**INFNT**
		IMPORTED IMPRTD	**IMPRTD**		
HUMAN HMN	**HMN**	IMPORTER IMP IMPRTR	**IMPRTR**	INFINITE INFINT	**INFINT**
HUNGRY HNGRY	**HNGRY**	IMPORTING IMPRTNG	**IMPRTNG**	INFIRM INFRM	**INFRM**
HUNTER HNTR	**HNTR**	IMPRESSION IMPRESS	**IMPRESS**	INFIRMARY INFRMRY	**INFRMRY**

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INFORM	INF	INSTITUTE	INST	INTERFAITH	INTRFTH
INF		INST		INTRFTH	
INFORMATICS	INFRMTCS	INSTI		INTERIOR	INTR
INFRMTCS		INSTIT		INT	
INFORMATION	INFO	INSTITUE		INTR	
INF		INSTITUT		INTERMEDIATE	INTER
INFO		INSTITUTION	INSTN	INTER	
INFOR		INSTN		INTERMED	
INGREDIENT	INGRDNT	INSTITUTIONAL	INSTNL	INTERMEDICS	INTRMDCS
INGRDNT		INSTNL		INTRMDCS	
INITIAL	INIT	INSTRUCTOR	INSTRCTR	INTERNAL	INTERNL
INTL		INST		INTER	
INJECTION	INJCTN	INSTR		INTERNL	
INJCTN		INSTRCTR		INTERNATIONAL	INTRNTL
INLAND	INLND	INSTRUMENT	INSTR	INTERNATI	
INLND		INSTR		INTERNATIO	
INNER	INNR	INSTRUMENTATION	INSTRMNTN	INTERNATION	
INNR		INSTRMNTN		INTERNATIONA	
INNKEEPER	INNKPR	INSTRUMENTA		INTERNATL	
INNKPR		INSULATED	INSLTD	INTL	
INNOCENT	INNCNT	INSLTD		INTNL	
INNCNT		INSULATING	INSULG	INTRNTL	
INNOVATION	INNVTN	INSULG		INTRNTNL	
INNVTN		INSULATION	INSLTN	INTERNIST	INTERNST
INNOVATIVE	INNVTV	INSLTN		INTER	
INNVTV		INSUL		INTERNST	
INQUISITIVE	INQSTV	INSULATN		INTERSTATE	INTSTE
INQ		INSURANCE	INS	INTRST	
INQSTV		INS		INTSTE	
INSCRIPTION	INSCRPTN	INSUR		INTERVIEWER	INTERV
INSCRPTN		INSURAN		INTERV	
INSECURE	INSCR	INTEGRATED	INTGRTD	INVENTORY	INVTY
INSCR		INTGRTD		INVEN	
INSPECTION	INSPCTN	INTELLIGENCE	INTLLGNC	INVTY	
INSPCTN		INTLLGNC		INVEST	INVST
INSPTN		INTENTIONAL	INTNTNL	INVST	
INSPECTOR	INSPCTR	INTNTL		INVESTED	INVSTD
INS		INTERACTION	INTRCTN	INVSTD	
INSP		INTER		INVESTIGATION	INVSTGTN
INSPCTR		INTRCTN		INVSTGTN	
INSTALLATION	INSTLTN	INTERACTIVE	INTRCTV	INVESTIGATIVE	INVSTGTV
INSTLTN		INTRCTV		INVSTGTV	
INSTALLER	INSTLLR	INTERCHANGE	INTRCHNG	INVESTIGATOR	INVSTR
INSTLLR		INTRCHNG		INVSTR	
INSTALLMENT	INSTL	INTERCONTINEN-TAL	INTERCON		
INSTL		INTERCON			
INSTANT	INSTNT	INTEREST	INTRST		
INSTNT		INTRST			

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INVESTMENT	**INVSTMNT**	JOINT	**JNT**	KITCHEN	**KTCHN**
INV		JNT		KIT	
INVESTMNT		JOURNAL	**JRNL**	KTCHN	
INVESTMT		JRNL		KTN	
INVST		JOURNALIST	**JRNLST**	KNIGHT	**KNGHT**
INVSTMNT		JRNLST		KNGHT	
INVSTMT		JOURNEY	**JRNY**	KNT	
INVITATIONAL	**INVTNL**	JRNY		KNITTED	**KNTTD**
INVTNL		JUBILEE	**JBL**	KNTTD	
INVOICE	**INV**	JBL		KNITTING	**KNT**
INV		JUDGE	**JDG**	KNT	
IRONWORK	**IRNWRK**	JD		KNITWEAR	**KNTWR**
IRNWRK		JDG		KNTWR	
IRRIGATION	**IRRGTN**	JUICE	**JC**	KOSHER	**KSHR**
IRRGTN		JC		KSHR	
IRRIG		JUNCTION	**JCT**	LABEL	**LBL**
IRRIGAT		JC		LAB	
ISLAND	**ISLE**	JCT		LBL	
IS		JCTION		LABORATORY	**LAB**
ISL		JCTN		LAB	
ISLE		JUNCTN		LABORER	**LBR**
ISLANDER	**ISLER**	JUNCTON		LBR	
ISLER		JUNIOR	**JR**	LACQUER	**LACQ**
ISOLATION	**ISO**	JR		LACQ	
ISO		JUSTICE	**JSTC**	LAMINATE	**LMNT**
ISOTOPE	**ISTP**	JSTC		LMNT	
ISTP		JUVENILE	**JVNL**	LAMINATING	**LMNTNG**
ITALIAN	**ITAL**	JVNL		LMNTNG	
IT		KARATE	**KRT**	LANCE	**LNC**
ITAL		KRT		LNC	
ITLN		KENNEL	**KNL**	LANDFILL	**LNDFLL**
JAILER	**JLR**	KNL		LNDFLL	
JLR		KEYBOARD	**KYBRD**	LANDMARK	**LNDMRK**
JANITOR	**JAN**	KYBRD		LNDMRK	
JAN		KEYSTONE	**KEYSTN**	LANDSCAPE	**LNDSCP**
JANITORIAL	**JANTRL**	KEYSTN		LANDSCP	
JAN		KIDDIE	**KID**	LDSCP	
JANITOR		KID		LNDSCP	
JNTRL		KINDERGARTEN	**KINDERGTN**	LANDSCAPING	**LANDSCPG**
JEWELER	**JWLR**	KDRGRTN		LANDSCPG	
JWLR		KINDERGTN		LDSCPG	
JEWELRY	**JWLRY**	KNDGTRN		LNDSCPG	
JEWLRY		KNDRGRTN		LANGUAGE	**LANG**
JWLRY		KINEMATICS	**KNMTCS**	LANG	
JWLY		KNMTCS		LAPIDARY	**LAPDRY**
JEWISH	**JEW**	KINGDOM	**KNGDM**	LAPDRY	
JEW		KNGDM		LARGE	**LRGE**
JOBBER	**JOB**			LRGE	
JOB					

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LARYNGOLOGIST	**LARYNGLGST**	LEGAL	**LGL**	LIMIT	**LMT**
LAR		LEG		LMT	
LARYNGLGST		LGL		LIMITED	**LTD**
LARYNGOLOGY	**LARYNGLGY**	LEGION	**LGN**	LMTD	
LAR		LGN		LTD	
LARYNGLGY		LEISURE	**LSUR**	LIMITLESS	**LMTLSS**
LASER	**LSR**	LSR		LMTLSS	
LSR		LSUR		LIMOUSINE	**LIMO**
LASTING	**LSTNG**	LENGTH	**LNGTH**	LIMO	
LSTNG		LNGTH		LIMOSINE	
LATHING	**LTHG**	LESSOR	**LSSR**	LIMSNE	
LTHG		LSSR		LINEN	**LIN**
LATTER	**LTTR**	LETTER	**LTR**	LIN	
LTTR		LTE		LINGERIE	**LNGR**
LAUNDERER	**LDRER**	LTR		LNGR	
LDRER		LETTERPRESS	**LTRPRS**	LINOLEUM	**LNLM**
LAUNDROMAT	**LNDRMT**	LTRPRS		LNLM	
LNDRMT		LEVER	**LVR**	LIQUID	**LQD**
LAUNDRY	**LNDRY**	LVR		LQD	
LDRY		LIABILITY	**LBLTY**	LIQUOR	**LQR**
LNDRY		LBLTY		LQ	
LAWYER	**LWYR**	LIBERTY	**LBRTY**	LQR	
LGL		LBRTY		LITHOGRAPH	**LITHO**
LWYR		LIBTY		LITHO	
LEADER	**LDR**	LIBRARIAN	**LIBRN**	LITHOGRAPHER	**LITHOR**
LDR		LBRN		LITHO	
LEAGUE	**LEA**	LIB		LITHOR	
LEA		LIBR		LITHOGRAPHIC	**LITHOC**
LEAG		LIBRN		LITHOC	
LGE		LIBRARY	**LBRY**	LITHOGRAPHING	**LITHOG**
LEARNING	**LEARN**	LBRRY		LITHO	
LEARN		LBRY		LITHOG	
LRNG		LIB		LITHOGRAPHY	**LITHOY**
LEASE	**LS**	LIBRAR		LITHOY	
LEAS		LIBRY		LITTLE	**LTL**
LS		LICENSED	**LCNSD**	LTL	
LEASING	**LEASE**	LCNSD		LIVERY	**LV**
LEASE		LIEUTENANT	**LT**	LV	
LSG		LT		LIVESTOCK	**LVSTCK**
LSNG		LIGHT	**LGT**	LVSTCK	
LEATHER	**LTHR**	LGT		LVSTK	
LEA		LIT		LIVING	**LVNG**
LTHR		LIGHTER	**LGHTR**	LVNG	
LECTURE	**LECT**	LGHTR		LOADER	**LODR**
LECT		LIGHTING	**LIGHT**	LDR	
LECTURER	**LECTR**	LGHTG		LODR	
LEC		LIGHT		LOADING	**LDNG**
LECT		LTG		LDNG	
LECTR					

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LOBSTER	**LBSTR**	MACHINE	**MACH**	MANAGEMENT	**MGMT**
LBSTR		MACH		MANAGE	
LOCAL	**LCL**	MCH		MANGMNT	
LCL		MCHINE		MGMENT	
LOC		MACHINER	**MACHR**	MGMT	
LOCATION	**LCTN**	MACH		MGT	
LCTN		MACHR		MNGMNT	
LOCKER	**LCKR**	MACHINERY	**MACHY**	MNGMT	
LCKR		MACH		MNGN	
LOCKSMITH	**LOKSMTH**	MACHY		MANAGER	**MGR**
LCKSMTH		MCHY		MANAGE	
LOCKSMTH		MACHINING	**MACHG**	MG	
LSMITH		MACH		MGR	
LOCOMOTIVE	**LOCOM**	MACHG		MNAGER	
LOCOM		MACHINIST	**MACHST**	MNGR	
LODGE	**LDG**	MACH		MANAGERIAL	**MGRL**
LDG		MACHST		MGRL	
LDGE		MAGAZINE	**MAG**	MANAGING	**MNGNG**
LODG		MAG		MGNG	
LOGGING	**LOG**	MAGIC	**MGC**	MNG	
LOG		MGC		MNGNG	
LOGIC	**LGC**	MAGNETIC	**MGNTC**	MANOR	**MNR**
LGC		MGNTC		MNR	
LOGICAL	**LGCL**	MAGNETO	**MGNTO**	MANPOWER	**MNPWR**
LGCL		MGNTO		MNPWR	
LOGISTIC	**LOGISTC**	MAILER	**MLR**	MANUFACTURE	**MFR**
LOGISTC		MLR		MANF	
LOGS		MAILSTOP CODE	**MSC**	MANUF	
LOGISTICIAN	**LOGISTN**	MS		MFR	
LOUNGE	**LNG**	MS#		MANUFACTURER	**MFGR**
LNG		MSC		MFGR	
LUBRICANT	**LUBR**	MAINSAIL	**MNSL**	MFR	
LUBR		MNSL		MANUFACTURING	**MFG**
LUBRICNT		MAINTENANCE	**MNTNC**	MANUFACTURI	
LUBRICATION	**LUBE**	MAINT		MFG	
LUBE		MNTNC		MFGNG	
LUCKY	**LCKY**	MTNCE		MAPLE	**MPL**
LCKY		MAJESTIC	**MJSTC**	MPL	
LUGGAGE	**LUG**	MJSTC		MARATHON	**MRTHN**
LUG		MAJOR	**MJR**	MRTHN	
LUMBER	**LMBR**	MAJ		MARBLE	**MRBL**
LBR		MJR		MBL	
LMBR		MAMMOGRAPHY	**MAMGRAPHY**	MRBL	
LUTHERAN	**LUTH**	MAMGRPHY		MARINA	**MRNA**
LUTH		MANAGE	**MANAG**	MRNA	
MACARONI	**MCRN**	MANAG		MARINE	**MRNE**
MCRN		MNG		MAR	
				MRNE	

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MARITIME	**MRTM**	MEASUREMENT	**MSRMNT**	MERCANTILE	**MERCTL**
MRTM		MEASUREMNT		MERC	
MARKET	**MKT**	MSRMNT		MERCTL	
MKT		MECHANIC	**MECH**	MERCHANDISE	**MDSE**
MRKT		MCHNC		MDSE	
MARKETER	**MRKTR**	MECH		MERCHANDISER	**MRCHNDSR**
MRKTR		MECHANICAL	**MECHL**	MRCHNDSR	
MARKETING	**MKTG**	MECH		MERCHANDISING	**MDSNG**
MKT		MECHL		MDSNG	
MKTG		MEDIA	**MEDIA**	MERCH	
MKTING		MED		MHDSG	
MKTNG		MEDICAL	**MEDCL**	MERCHANT	**MRCHNT**
MRKT		MDCL		MCHNT	
MRKTG		MED		MRCHNT	
MARKETPLACE	**MRKTPLC**	MEDCL		MERCURY	**MERC**
MRKTPLC		MEDIC		MERC	
MARKING	**MKG**	MEDL		MERIDIONAL	**MRDNL**
MKG		MEDICAMENT	**MEDCMNT**	MRDNL	
MARSHALL	**MRSHLL**	MEDCMNT		METAL	**METL**
MRSHLL		MEDICINE	**MEDCN**	MET	
MASON	**MSN**	MED		METL	
MSN		MEDCN		MTL	
MASONIC	**MSNC**	MEDIUM	**MEDM**	METALLIZING	**MTLNG**
MSNC		MED		MTLNG	
MASONRY	**MASON**	MEDM		METALLURGICAL	**METLLRGCL**
MASON		MEETING	**MTG**	MET	
MSN		MTG		METLLRGCL	
MASTER	**MSTR**	MELANGE	**MLNG**	METALLURGIST	**METLLRGST**
MSTR		MLNG		MET	
MATERIAL	**MTRL**	MEMBER	**MBR**	METLLRGST	
MATL		MBR		METALLURGY	**MTLGY**
MTL		MEMBERSHIP	**MBRSHP**	MTLGY	
MTRL		MBRSHP		METEOROLOGIST	**METRLGST**
MATERIEL	**MATL**	MEMBRANE	**MBRM**	MET	
MTREL		MBRM		METRLGST	
MATERNITY	**MTRNTY**	MEMORANDUM	**MEMO**	METHOD	**METH**
MTRNTY		MEMO		METH	
MATTRESS	**MATRS**	MEMORIAL	**MEML**	METHODIST	**METHDST**
MAT		MEM		METH	
MATRS		MEML		METHDST	
MATT		MEMRL		METRIC	**MTRC**
MATTRS		MEMORY	**MEM**	MTRC	
MAYOR	**MAY**	MEM		METROPOLITAN	**METRO**
MAY		MENNONITE	**MENIT**	METRO	
MYR		MENIT		MEXICAN	**MEX**
MEADOW	**MDWS**	MENTAL	**MNTL**	MEX	
MDW		MENT		MICRO	**MCR**
MEASURE	**MSR**	MNTL		MCR	
MSR					

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MICROBIOLOGY MCRBLGY	**MCRBLGY**	MINISTRY MNSTRY	**MNSTRY**	MOOSE MSE	**MSE**
MICROCOMPUTER MCRCMPTR MICRO	**MCRCMPTR**	MINISCULE MNSCL	**MNSCL**	MORTGAGE MORTG MORTGE MRTG MRTGE MTG MTGE	**MRTG**
MICRODATA MCRDT	**MCRDT**	MIRROR MIR	**MIR**		
MICROELECTRONIC MCRELCTRNC	**MCRELCTRNC**	MISCELLANEOUS MISC	**MISC**		
MICROFICHE MCRFCH	**MCRFCH**	MISSILE MIS	**MIS**	MORTICIAN MORT	**MORT**
MICROWAVE MCRWV	**MCRWV**	MISSION MSN MSSN	**MSSN**	MORTUARY MRTRY	**MRTRY**
MIDDLE MID MIDL	**MID**	MISSIONARY MSSNRY	**MSSNRY**	MOSAIC MSC	**MOSC**
MIDLAND MDLND	**MDLND**	MISTER MR	**MR**	MOTEL MTL	**MTL**
MIDSHIPMAN MDSHPMN	**MDSHPMN**	MIXED MXD	**MXD**	MOTHER MTHR	**MTHR**
MIDTOWN MDTWN	**MDTWN**	MIXING MIX	**MIX**	MOTIF MTF	**MTF**
MIDWAY MDWY	**MDWY**	MOBILE MBL MO MOB	**MBL**	MOTION MOTN MTN	**MOTN**
MIDWEST MDWST MIDWST	**MDWST**	MOCCASIN MOC	**MOC**	MOTOR MTR	**MTR**
MIDWESTERN MDWSTRN	**MDWSTRN**	MODEL MDL	**MDL**	MOTORCYCLE MTCYC	**MTRCYL**
MILIEU ML	**ML**	MODERN MDRN MOD	**MOD**	MOULAGE MLG	**MLG**
MILITARY MLTRY	**MLTRY**			MOULDING MLDNG	**MLDNG**
MILLINERY MLY	**MILNRY**	MOLDED MLD	**MLD**	MOUNT MT	**MT**
MILLING MIL	**MIL**	MOLDING MLDG	**MLDG**	MOUNTAIN MNTN MOUNTIN MTN	**MTN**
MILLWORK MLLWK	**MLLWK**	MONASTERY MONSTRY	**MONSTRY**		
MINERAL MIN MNRL	**MNRL**	MONEY MNY	**MNY**	MOVEMENT MVMNT	**MVMNT**
MINIATURE MINI	**MINI**	MONITORING MNTRNG	**MNTRNG**	MOVER MVR	**MVR**
MINING MIN MINNG	**MIN**	MONOGRAM MNGRM	**MNGRM**	MOVIE MOV	**MOV**
		MONTHLY MNTHLY	**MNTHLY**	MOVING MOVE MVG	**MOVE**
MINISTER MNTR	**MINSTR**	MONUMENT MNMT MONU	**MNMT**	MOWER MWR	**MWR**

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MUFFLER	**MUFLR**	NETWORK	**NTWRK**	OBSTETRICIAN	**OB**
MFLR		NET		OB	
MUFLR		NETWK		OBSTRCN	
MUNICIPAL	**MNCPL**	NTK		OCCUPATION	**OCCUPTN**
MNCPL		NTWK		OCCUPTN	
MUNICIPALITY	**MNCPLTY**	NTWRK		OCCUPATIONAL	**OCCUPTNL**
MNCPLTY		NETWORKING	**NTWRKNG**	OCCUP	
MUSEUM	**MUS**	NTWRKNG		OCCUPTNL	
MUS		NEUROBIOLOGY	**NEUROBIOL**	OCEAN	**OCN**
MUSIC	**MUSC**	NEUROBIOL		OCN	
MUS		NEUROLOGIST	**NEUROLGST**	OFFICE	**OFC**
MUSC		NEUROLGST		OFC	
MUSICAL	**MUSCL**	NEUROLOGY	**NRLGY**	OFCE	
MUSCL		NRLGY		OFF	
MUTUAL	**MUTL**	NEWSPAPER	**NWSPPR**	OFFC	
MTL		NSWPPR		OFFICER	**OFCR**
MUTL		NINTH	**9TH**	OFFICR	
MYSTIC	**MYSTC**	IX		OFFR	
MYSTC		9TH		OFFICIAL	**OFCL**
NATION	**NAT**	NONCOMMISSIONED	**NC**	OFCL	
NAT		NC		ONCOLOGIST	**ONCOL**
NATIONAL	**NATL**	NONFERROUS	**NFER**	ONCOL	
NATL		NFER		OPERATING	**OPG**
NTL		NORTHERN	**NTHRN**	OP	
NATIONWIDE	**NTNWD**	NTHRN		OPG	
NTNWD		NORTHSIDE	**NRTHSD**	OPRTNG	
NATURAL	**NTRL**	NRTHSD		OPERATION	**OPRN**
NTRL		NORTHWESTERN	**NWN**	OP	
NATURALLY	**NTRLLY**	NWN		OPER	
NTRLLY		NOTION	**NOT**	OPN	
NAUTICAL	**NTCL**	NOT		OPR	
NTCL		NOVELTY	**NOVLT**	OPRN	
NAVAL	**NVL**	NOVLT		OPERATIONAL	**OPRTNL**
NVL		NUCLEAR	**NUC**	OP	
NAVEL	**NVEL**	NUC		OPRTNL	
NVEL		NURSE	**NUR**	OPERATIVE	**OPTV**
NAVIGATION	**NVGTN**	NUR		OPER	
NVGTN		NURSERY	**NRSY**	OPTV	
NAZARENE	**NAZ**	NRSY		OPERATOR	**OPR**
NAZ		NURS		OP	
NECESSITY	**NEC**	NURSING	**NURSE**	OPER	
NEC		NURSE		OPR	
NECKWEAR	**NCKWR**	NUTRITION	**NUTRI**	OPRTR	
NCKWR		NTRTN		OPHTHALMIC	**OPHT**
NEIGHBORHOOD	**NGHBRHD**	NUTRI		OPHT	
NGHBRHG		OBSERVATORY	**OBSRVTRY**	OPHTHALMOLOGIST	**OPH**
NEPHROLOGY	**NEPH**	OBSRVTRY		OPH	
NEPH		OBSTETRIC	**OBST**	OPPORTUNITY	**OPRTNTY**
		OBST		OPRTNTY	

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OPTICAL	**OPTIC**	OUTLET	**OUTLT**	PAPER	**PPR**
OPT		OTLT		PPR	
OPTIC		OUTL			
OPTICIAN	**OPTCN**	OUTLT		PAPERBOARD	**PPRBD**
OPT		OVERHEAD	**OVRHD**	PPRBD	
OPTCN		OVRHD		PARADISE	**PRDS**
OPTOMETRIST	**OPTOM**	OVERSIGHT	**OVRSGHT**	PRDS	
OPTOM		OVRSGHT		PARKING	**PARK**
ORANGE	**ORNG**	OWNER	**OWNR**	PARK	
ORNG		ONR		PRKG	
ORCHARD	**ORCH**	OWN		PARKWAY	**PKWY**
ORCH		OWNE		PKWY	
ORCHRD		OWNR		PKY	
ORDER	**ORDR**	OWR		PARLOR	**PRLR**
ORD		PACIFIC	**PAC**	PRLR	
ORDR		PAC		PARTICLEBOARD	**PTLBD**
ORDERING	**ORDNG**	PCF		PTLBD	
ORDNG		PACKAGE	**PKG**	PARTNER	**PRTNR**
ORDINATOR	**ORDNTR**	PKG		PARTN	
ORDNTR		PACKAGING	**PKGNG**	PARTNR	
ORDNANCE	**ORD**	PACKG		PATNR	
ORD		PKG		PRT	
ORGANIZATION	**ORGN**	PKGNG		PRTNR	
ORGN		PACKER	**PKR**	PT	
ORGANIZATIONAL	**ORGNL**	PKR		PTNR	
ORGNL		PACKING	**PCKG**	PTR	
ORIENTAL	**ORNTL**	PCKG		PARTNERSHIP	**PRTNRSHP**
ORNTL		PKG		PRTNRSHP	
ORNAMENTAL	**ORNMTL**	PADDING	**PDG**	PARTY	**PTY**
ORNA		PDG		PTY	
ORNMTL		PAINT	**PNT**	PASSENGER	**PSSGR**
ORTHOPEDIC	**ORTHO**	PNT		PASS	
ORTHO		PAINTER	**PNTR**	PASTOR	**PSTR**
ORTHPD		PNTR		PST	
ORTHOPTIST	**ORTHOPTST**	PTR		PSTR	
ORTHOPTST		PAINTING	**PAINT**	PATCH	**PTCH**
OSTEOPATH	**OSTEOPTH**	PAINT		PTCH	
OSTEO		PNT		PATENT	**PATNT**
OSTEOPTH		PNTG		PAT	
OSTEOPATHIC	**OSTEOPTHC**	PNTNG		PATNT	
OSTEO		PALACE	**PALC**	PATHOLOGIST	**PTHLGST**
OSTEOPTHC		PALC		PTHLGST	
OTOLOGY	**OTO**	PLC		PATHOLOGY	**PATH**
OTO		PANCAKE	**PNCK**	PATH	
OTORHINOLRYNGY	**OTRHNLRYNGY**	PNCK		PATIO	**PAT**
OTRHNLRYNGY		PANHANDLE	**PNHDL**	PAT	
OUTDOOR	**OTDR**	PNHDL		PATTERN	**PTTRN**
OTDR		PANTRY	**PNTRY**	PTTRN	
		PNTRY			

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PAVING	**PAVE**	PETROLEUM	**PETRO**	PLACE	**PL**
PAV		PETRO		PL	
PAVE		PETTY	**PTTY**	PLAIN	**PLN**
PVG		PTTY		PLN	
PAWNBROKER	**PWNBKR**	PHARMACEUTICAL	**PHARML**	PLANNER	**PLNR**
PWNPKR		PHARNL		PLNR	
PAYABLE	**PAYABL**	PHRM		PLANNING	**PLAN**
PAY		PHARMACIST	**PHRMST**	PLAN	
PAYABL		PHARM		PLG	
PAYMENT	**PYMT**	PHRMST		PLN	
PYMT		PHARMACY	**PHARM**	PLNG	
PEDIATRIC	**PEDTRC**	PHARM		PLNNG	
PED		PHRM		PLANT	**PLNT**
PEDTRC		PHRMCY		PLNT	
PEDIATRICIAN	**PED**	PHONE	**PH**	PLT	
PED		PHN		PLASTERING	**PLST**
PENNEY	**PNY**	PHONOGRAPH	**PHONO**	PLST	
PNY		PHONO		PLASTIC	**PLAS**
PENINSULA	**PEN**	PHOTOGRAPH	**PHOTO**	PLAS	
PEN		PHOTO		PLST	
PENSION	**PNSN**	PHOTOGRAPHER	**PHOTOGR**	PLATING	**PLTG**
PNSN		PHOTOGR		PLTG	
PENTECOSTAL	**PENTE**	PHOTOGRAPHY	**PHOTO**	PLATOON	**PLTN**
PENT		PHOTO		PLTN	
PENTE		PHYSICAL	**PHYSCL**	PLAZA	**PLZ**
PNTCSTL		PHYS		PLZ	
PEOPLE	**PPL**	PHYSCL		PLEASANT	**PLSNT**
PPL		PHYSICIAN	**PHYS**	PLSNT	
PERFECT	**PERF**	PHYS		PLUMBER	**PLMBR**
PERF		PHYSCN		PLMBR	
PRFCT		PHYSICIST	**PHYST**	PLUMBING	**PLBG**
PERFORMANCE	**PERFORM**	PHYS		PLUMB	
PERF		PHYST		PLYWOOD	**PLYWD**
PERFORM		PIANO	**PNO**	PLYWD	
PERIODICAL	**PERI**	PNO		PODIATRIST	**PDTRST**
PERI		PICTURE	**PIC**	PDTRST	
PERIODONTIST	**PRDNTST**	PCTR		POINT	**PT**
PRDNTST		PIC		PT	
PERSONAL	**PRSNL**	PIEDMONT	**PDMNT**	POLICE	**PLC**
PER		PDMNT		PLC	
PERS		PIONEER	**PNR**	POL	
PRSNL		PNR		POLICY	**PLCY**
PERSONNEL	**PRSNNL**	PIZZA	**PZ**	PLCY	
PERS		PZ		POLISHING	**POLSG**
PRSNL		PZA		POLSG	
PRSNNL		PIZZERIA	**PZA**	POLLUTION	**POLTN**
PESTICIDE	**PST**	PZ		POLTN	
PST		PZA			

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PORTER	**PRTR**	PRESIDENT	**PRES**	PROCESSING	**PRCSG**
PRTR		PR		PRCS	
PTR		PRES		PRCSG	
POSITION	**PSTN**	PRS		PRCSNG	
PSTN		PRESS	**PRS**	PROC	
POSTAL	**PSTL**	PRS		PROCESSOR	**PRCSR**
PSTL		PRESSING	**PRSG**	PRCSR	
POSTMASTER	**PM**	PRSG		PROCUREMENT	**PRCMNT**
PM		PRESTIGE	**PRSTG**	PRCMNT	
POTTERY	**POT**	PRSTG		PROCU	
POT		PREVENTION	**PRVNTN**	PRODUCE	**PROD**
POULTRY	**PLTY**	PRVNTN		PROD	
PLTY		PRICE	**PRC**	PRODUCER	**PRODR**
POWER	**PWR**	PRC		PROD	
PWR		PRIDE	**PRD**	PRODR	
PRACTICAL	**PRACL**	PRD		PRODUCING	**PRDCNG**
PRAC		PRIEST	**PRST**	PRDCNG	
PRACL		PR		PRODUCT	**PRODT**
PRACTICE	**PRAC**	PRST		PRO	
PRAC		PRIME	**PRM**	PROD	
PRCTC		PRM		PRODT	
PRACTITIONER	**PRACTNR**	PRINCE	**PRNC**	PRODUCTION	**PRODN**
PRAC		PR		PRD	
PRACTNR		PRNC		PRDTN	
PRCTTNR		PRINCIPAL	**PRIN**	PROD	
PRAIRIE	**PR**	PRIN		PRODCTN	
PR		PRINC		PRODN	
PRECISION	**PRCSN**	PRN		PRODT	
PRCSN		PRNCPL		PRODUCTIVITY	**PRDCTVTY**
PREFABRICATED	**PFAB**	PRINT	**PRT**	PRDCTVTY	
PFAB		PRT		PROFESSIONAL	**PRO**
PREFERRED	**PREF**	PRINTER	**PRINTR**	PRO	
PREF		PRINT		PROF	
PREMIER	**PREM**	PRINTR		PROFL	
PREM		PRTR		PROFESSOR	**PROF**
PREPARATION	**PREP**	PRINTING	**PRINTG**	PROF	
PREP		PRINT		PROGRAM	**PRGM**
PREPARER	**PRPRR**	PRINTG		PRGM	
PRPRR		PRNTNG		PROG	
PRESBYTERIAN	**PRESBY**	PRTG		PROGRAMMER	**PRGRMR**
PRES		PTG		PRGMR	
PRESBY		PRIVATE	**PVT**	PRGRMR	
PRSBY		PVT		PROG	
PRESCHOOL	**PRSCHL**	PROCESS	**PRCS**	PROGR	
PRSCHL		PRCS		PROGRAMER	
PRESCRIPTION	**PRESCR**	PROCES		PROGRMMR	
PRESCR				PROGRAMMING	**PRGMNG**
PRESERVING	**PRSV**			PRGMNG	
PRSV					

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PROGRESSIVE	**PROGS**	PSYCHOLOGY	**PSYCY**	QUICK	**QCK**
PROG		PSYC		QCK	
PROGS		PSYCH		RABBI	**RBB**
PROJECT	**PROJ**	PSYCLGY		RBB	
PRJ		PUBLIC	**PUB**	RACING	**RACG**
PROJ		PBLC		RACG	
PROMOTION	**PROM**	PUB		RADIATOR	**RADTR**
PROM		PUBLICATION	**PUBLCTN**	RAD	
PROPANE	**PROPN**	PBLCNTN		RADTR	
LPG		PUBL		RADIO	**RDO**
PROPN		PUBLCTN		RDO	
PRPN		PUBLISHER	**PUBLR**	RADIOLOGIST	**RAD**
PROPERTY	**PROP**	PBLSHR		RAD	
PROP		PUB		RADIOLOGY	**RADY**
PRPTY		PUBL		RAD	
PROPRIETARY	**PROPTY**	PUBLR		RADY	
PROPTY		PUBLSHR		RAILROAD	**RR**
PROTECTION	**PROTECT**	PUBLISHING	**PBLSHNG**	R R	
PROTCTN		PBLSHNG		RR	
PROTECT		PUB		RAILWAY	**RLWY**
PRTCTN		PUBG		RLWY	
PROTECTIVE	**PRTCTV**	PUMPING	**PMPG**	RAINBOW	**RNBW**
PRTCTV		PMPG		RNBW	
PROTESTANT	**PRTSTNT**	PUNCH	**PNCH**	RANCH	**RNCH**
PRTSTNT		PNCH		RNCH	
PROVIDENCE	**PRVDNCE**	PURCHASE	**PURCH**	READABLE	**RDBL**
PRVDNC	**PRVDNC**	PUR		RDBL	
PROVINCE	**PROVNC**	PURCH		READY	**RDY**
PROV		PURCHASER	**PURCHR**	RDY	
PROVNC		PUR		REALTOR	**RLTR**
PROVISION	**PROVSN**	PURCHR		RLTR	
PROV		PURCHASING	**PRCHNG**	REALTY	**RLTY**
PROVSN		PRCHNG		RLTY	
PSYCHIATRIC	**PSYCHC**	PURCH		REBUILDER	**RBLDR**
PSYCH		QUADRANGLE	**QUAD**	RBLDR	
PSYCHC		QUAD		RECEIPT	**RECPT**
PSYCHIATRIST	**PSYCH**	QUALITY	**QLTY**	REC	
PSYCH		QLTY		RECP	
PSYCHIATRY	**PSYCHY**	QUAL		RECPT	
PSYCH		QULTY		RECEIVABLE	**RCVBL**
PSHYCHY		QUANTITY	**QTY**	RCV	
PSYCHOLOGICAL	**PSYCHL**	QTY		RECEIVE	**RCV**
PSYCH		QUARRY	**QUAR**	RCV	
PSYCHL		QUAR		RECEIVED	**RCVD**
PSYCHOLOGIST	**PSYC**	QUARTER	**QTR**	RCVD	
PSYC		QTR		RECEIVING	**RCVNG**
		QUEEN	**QN**	RCVNG	
		QN		RECONSTRUCTIVE	**RECNSTRCTV**
				RECNSTRCTV	

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RECORD	**REC**	REGISTRY	**RGSTY**	RESIDENT	**RES**
REC		RGSTY		RES	
RECOVERY	**RECVY**	REGULATORY	**RGLTRY**	RSDNT	
RECVY		RGLTRY		RESORT	**RESRT**
RECREATION	**RCRTN**	REHABILITATION	**REHAB**	RESRT	
RCRTN		REHAB		RESOURCE	**RESRC**
REC		RELATED	**RLTD**	RES	
RECREATIONAL	**RCRTNL**	RLTD		RESRC	
RCRTNL		RELATION	**REL**	RSCE	
RECRTL		REL		RSRC	
RECRUITER	**RCRTR**	RELA		RESPONSIBLE	**RESP**
RCRTR		RELIABLE	**RELI**	RESP	
RECRUITING	**RECRUIT**	RELI		RESTAURANT	**RSTRNT**
RECRUIT		RELOCATION	**RLCTN**	RSTRNT	
RECYCLING	**RECYCLE**	RLCTN		RESTORATION	**RESTOR**
RCYCLNG		REMEDIAL	**RMDL**	RESTOR	
RECYCLE		RMDL		RSTRTN	
REDUCTION	**RDCTN**	REMODELING	**REMOD**	RETAIL	**RTL**
RDCTN		REMOD		RTL	
REFERENCE	**REF**	RMDLG		RETAILER	**RET**
REF		RENTAL	**RENT**	RET	
REFINERY	**RFNRY**	RENT		RETARDATION	**RTRDTN**
RFNRY		RNT		RTRDTN	
REFINING	**RFNG**	RNTL		RETIRED	**RTRD**
REF		REPAIR	**RPR**	RET	
RFNG		REPR		RTRD	
REFRACTORY	**REFR**	RPR		RETIREMENT	**RTRMNT**
REFR		REPORT	**REPT**	RTRMNT	
REFRIGERATION	**REFRIG**	REP		RETRAINING	**RETRNG**
REFRIG		REPT		RETRNG	
RFRGRTN		REPORTER	**REPTR**	REVEREND	**REV**
REFRIGERATOR	**RFRG**	REP		REV	
RFRG		REPTR		RIDGE	**RDG**
REGION	**REGN**	REPRESENTATIVE	**REP**	RDG	
REG		REP		RIVER	**RIV**
REGN		REPUBLIC	**REPB**	RIV	
REGIONAL	**REGL**	REPB		RIVR	
REG		REPUBLICAN	**REPUB**	RVR	
REGL		REPUB		ROADWAY	**RDWY**
REGNL		REQUIREMENT	**RQRMNT**	RDWY	
REGISTER	**REG**	RQRMNT		ROCKY	**RCKY**
REG		RESEARCH	**RSRCH**	RCKY	
RGSTR		RES		ROOFING	**ROOF**
REGISTERED	**REGD**	RSCH		ROOF	
REG		RSRCH		ROOFG	
REGD		RESERVE	**RESV**	ROUND	**RND**
REGISTRAR	**REGR**	RESV		RND	
REG		RESIDENCE	**RSDNC**		
REGR		RSDNC			

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ROUTE	RT	SCHOOL	SCHL	SENSORY	SNSRY
RT		SCH		SNSRY	
RTE		SCHL		SEPTIC	SPTC
ROYAL	RYL	SCIENCE	SCI	SPTC	
RYL		SC		SERGEANT	SGT
ROYALTY	ROY	SCI		SEGT	
ROY		SCIENTIFIC	SCNTFC	SERGNT	
RUBBER	RBR	SCI		SG	
RBR		SCNTFC		SGT	
RURAL	RUR	SCIENTIST	SCNTST	SERIAL	SER
RUR		SCNTST		SER	
SADDLERY	SAD	SCREEN	SCRN	SERVICE	SVC
SAD		SCRN		SER	
SAFETY	SFTY	SEAFOOD	SEAFD	SERV	
SFTY		SEAFD		SERVIC	
SAINT	ST	SEAMAN	SMN	SRV	
ST		SMN		SV	
SALES	SLS	SEASON	SN	SVC	
SLS		SN		SVCE	
SALESMAN	SLSMN	SECOND	2ND	SEVENTH	7TH
SLSMAN		II		VII	
SLSMN		SEC		7TH	
SALON	SLN	2		SEWER	SWR
SLN		2ND		SWR	
SALOON	SLON	SECRETARIAL	SECL	SEWING	SEW
SLN		SEC		SEW	
SLON		SECL		SHADE	SHD
SALVAGE	SLVG	SECRETARY	SECY	SHD	
SALV		SEC		SHEAR	SHR
SLVG		SECR		SHR	
SALVATION	SLVTN	SECT		SHEET	SHT
SLVTN		SECTY		SHT	
SANDWICH	SNDWCH	SECY		SHELL	SHL
SAND		SECTION	SECT	SHL	
SNDWCH		SCTN		SHERIFF	SHER
SANITARY	SANI	SECT		SH	
SANI		SECTIONAL	SECTL	SHER	
SANITATION	SANITN	SECT		SHERIF	
SANI		SECTL		SHIELD	SHLD
SANITN		SECURITY	SEC	SHLD	
SATELLITE	SAT	SCRTY		SHIFT	SHFT
SAT		SEC		SHFT	
SATISFACTION	STSFCTN	SEMINARY	SMRY	SHIPBUILDING	SHIPBLDG
STSFCTN		SMRY		SHIPBLDG	
SAVINGS	SVNGS	SENATOR	SEN	SHIPPING	SHIPG
SAV		SEN		SHIPG	
SAVE		SENIOR	SR	SHPNG	
SVNGS		SR		SHOPPE	SHP
				SHP	

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SHOPPING	**SHPG**	SOURCE	**SRC**	SPRINKLER	**SPRINK**
SHOPG		SRC		SPRINK	
SHORE	**SHOR**	SOUTHERN	**STHRN**	SQUARE	**SQ**
SHOR		STHRN		SQ	
SHR		SOUTHSIDE	**STHSD**	STABLE	**STBL**
SHOWCASE	**SHWCS**	STHSD		STBL	
SHWCS		SOUVENIR	**SUV**	STAFF	**STAF**
SIDING	**SIDE**	SUV		STAF	
SIDE		SPACE	**SP**	STAINLESS	**STNLS**
SILVER	**SLVR**	SP		STNLS	
SLVR		SPC		STAMP	**STMP**
SILVERPLATING	**SILPLTG**	SPECIAL	**SPEC**	STMP	
SILPLTG		SPCL		STAMPING	**STAMPG**
SILVERWARE	**SILWR**	SPEC		STAMPG	
SILWR		SPECIALIST	**SPCLST**	STANDARD	**STAND**
SISTER	**SIS**	SPCLST		STAND	
SIS		SPEC		STD	
SR		SPECIALIT		START	**STRT**
SIXTH	**6TH**	SPECIALTY	**SPCLTY**	STRT	
VI		SPC		STATE	**STAT**
6TH		SPCLT		ST	
SKILL	**SKLL**	SPCLTY		STAT	
SKLL		SPEC		STATION	**STA**
SMALL	**SM**	SPECIFICATION	**SPCFCTN**	STA	
SM		SPCFCTN		STATN	
SML		SPECTRUM	**SPECT**	STN	
SMELTING	**SMELT**	SPECT		STATIONER	**STATNR**
SMELT		SPEED	**SPD**	STATNR	
SOCIAL	**SCL**	SPD		STATIONARY	**STATNRY**
SCL		SPEEDOMETER	**SPDMTR**	STATNRY	
SOC		SPDMTR		STY	
SOCIETY	**SCTY**	SPEEDY	**SPDY**	STEAK	**STK**
SCTY		SPDY		STK	
SOC		SPONSOR	**SPON**	STEAM	**STM**
SOFTWARE	**SFTWR**	SPONG		STM	
SFTWE		SPONSORING	**SPONG**	STEEL	**STL**
SFTWR		SPORT	**SPRT**	STL	
SOFT		SPRT		STEREO	**STER**
SOLAR	**SLR**	SPT		STER	
SLR		SPORTING	**SPORT**	STR	
SOLICITOR	**SOLCR**	SPORT		STERLING	**STRLNG**
SOLCR		SPRTG		STRLNG	
SOLID	**SLD**	SPTG		STOCK	**STCK**
SLD		SPORTSWEAR	**SPORTSWR**	STCK	
SOLUTION	**SLTN**	SPORTSWR		STOCKHOLDER	**STCKHLDR**
SLTN		SPRING	**SPG**	STCKHLDR	
SOUND	**SND**	SPG		STOCKYARD	**STKYD**
SND		SPNG		STKYD	
		SPRNG			

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STONE	STN	SUBURBAN	SUBN	SUPPLY	SUPL
STN		SUB		SPLY	
STORAGE	STGE	SUBN		SUP	
STGE		SUBWAY	SBWY	SUPL	
STOR		SBWY		SUPLY	
STRGE		SUGAR	SUG	SUPPORT	SPPRT
STORE	STR	SUG		SPPRT	
STR		SUITE	STE	SPRT	
STOREKEEPER	STRKP	STE		SUPREME	SPRM
STRKP		SUMMIT	SMT	SPRM	
STRATEGIC	STRTGC	SMT		SURFACE	SURFC
STRTGC		SUNDRY	SNDRY	SRFC	
STREET	STRET	SND		SURFC	
ST		SNDRY		SURGEON	SRGN
STRET		SUNRISE	SNRS	SRGN	
STRT		SNRS		SURGERY	SURG
STRUCTURAL	STRL	SUNSET	SNST	SRGRY	
STRL		SNST		SURG	
STRUCTURED	STRCTRD	SUNSHINE	SNSHN	SURGY	
STRCTRD		SNSHN		SURGICAL	SURGCL
STUDENT	STDNT	SUPER	SPR	SURGCL	
STDNT		SPR		SURPLUS	SURPL
STU		SUPERINTENDENT	SUPT	SRPLS	
STUDIO	STD	SUPT		SURPL	
STD		SUPERIOR	SUPER	SURVEY	SRVY
STUDY	STUD	SPR		SRVY	
STUD		SUP		SURVEYOR	SURVYR
STUFF	STFF	SUPER		SURVYR	
STFF		SUPERMARKET	SPRMRKT	SUSPENSION	SUSPNSN
STYLE	STYL	SPRMKT		SUSPNSN	
STYL		SPRMRKT		SWEEP	SWP
STYLING	STYLG	SUPERVISING	SUPVG	SWP	
STYL		SPVNG		SWEET	SWT
STYLG		SUPVG		SWT	
STYLIST	STYLST	SUPERVISION	SUPRVSN	SYNDICATE	SYND
STYL		SUPRVSN		SINDICATE	
STYLST		SUPERVISOR	SUPVSR	SYNTHETIC	SYNT
SUBSCRIPTION	SUBSCR	SPV		SYNT	
SUB		SPVR		SYSTEM	SYST
SUBSC		SPVSR		SYS	
SUBSCR		SUPER		SYST	
SUBSCRON		SUPV		TABLE	TBL
SUBSIDIARY	SUBY	SUPVR		TBL	
SUB		SUPVSR		TACKLE	TCKL
SUBY		SUPERVISORY	SUPVRY	TCKL	
SUBSTANCE	SBSTNC	SUPVRY		TAILOR	TLR
SBSTNC				TLR	
SUBSTITUTE	SUB			TAILORING	TLRG
SUB				TLRG	

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TANNING TAN	**TAN**	TENNIS TEN	**TEN**	TOBACCO TOB	**TOB**
TAVERN TAV TRVN	**TRVN**	TENTH X 10TH	**10TH**	TOILET TOIL	**TOIL**
TAXIDERMY TXDRMY	**TXDRMY**	TERMINAL TRML TRMNL	**TRMNL**	TOTAL TTL	**TTL**
TEACHER TEACH	**TEACH**	TERMITE TRMT	**TRMT**	TOUCH TCH	**TCH**
TECHNICAL TECH TECHL	**TECHL**	TERRACE TER TERR	**TER**	TOWER TWR	**TWR**
TECHNICIAN TECH TECHN	**TECHN**	TESTING TEST TSTG	**TEST**	TOWING TOW	**TOW**
TECHNOLOGICAL TCHNLGCL	**TCHNLGCL**	TEXTILE TEX TXTL	**TXTL**	TOWN TWN	**TWN**
TECHNOLOGIST TECH	**TECH**	THEATRE THTR	**THTR**	TOWNE TWN TWNE	**TWNE**
TECHNOLOGY TCHNLGY TECH TECHLGY TECHNOL	**TECHLGY**	THEATRICAL THEA THTRCL	**THEA**	TOWNSHIP TWNSHP TWP	**TWP**
TELECOMMUNICA-TION TELCOMMN TELECOM TELECOMM	**TELECOM**	THERAPIST THRPST	**THRPST**	TRACTOR TRCTR	**TRCTR**
		THERAPY THRPY	**THRPY**	TRADE TRD	**TRD**
TELEGRAPH TELG	**TELG**	THING THNG	**THNG**	TRADESMAN TRDSMN	**TRDSMN**
TELEMARKETING TELMKTG	**TELMKTG**	THIRD III 3 3RD	**3RD**	TRADING TRADE TRDG	**TRADE**
TELEPHONE PHONE TELE	**TEL**	THREAD THD	**THD**	TRAFFIC TRFC	**TRFC**
TELETYPE TLTYP	**TLTYP**	THRIFT THRFT	**THRFT**	TRAIL TRL	**TRL**
TELEVISION T V	**TV**	THRIFTY THRFT THRFTY	**THRFTY**	TRAILER TRLR	**TRLR**
TELEX TLX	**TLX**	THRUWAY THRWY	**THRWY**	TRAINEE TRN	**TRN**
TEMPERATURE TEMP	**TEMP**	TIMBER TMBR	**TMBR**	TRAINER TRNR	**TRNR**
TEMPLE TMPL	**TMPL**	TITLE TITL TTL	**TITL**	TRAINING TRAIN TRNG	**TRAIN**
TEMPORARY TEMP TEMPY	**TEMPY**			TRANSFER TRANSF TRNSFR	**TRNSFR**
				TRANSFORMER TRANS TRANSFRMR	**TRANSFRMR**

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TRANSIT	**TRAN**	TRUST	**TRST**	UPHOLSTERER	**UPHLR**
TRAN		TR		UPHLR	
TRNST		TRST		UPHOLSTERING	**UPHLSTRNG**
TRANSMISSION	**TRANS**	TRUSTEE	**TR**	UPHLSTR	
TRANS		TR		UPHLSTRNG	
TRANSM		TRSTE		UPHOL	
TRANSMSSN		TURNPIKE	**TPKE**	UPHOLSTERY	**UPHLSTRY**
TRANSPORT	**TRNSPRT**	TPK		UPHL	
TRANS		TPKE		UPHLSTRY	
TRNSPRT		TYPESETTING	**TYPSG**	UPHOL	
TRNSPT		TYPSG		URANIUM	**URNM**
TRANSPORTATION	**TRNSPRTN**	TYPEWRITER	**TYPWRTR**	URNM	
TRANSP		TYPTR		UROLOGY	**URO**
TRNSP		TYPWRTR		URO	
TRNSPRTN		UNDERGRADUATE	**UNDGRAD**	UTILITY	**UTLTY**
TRNSPTN		UNDGRAD		UTLTY	
TRAVEL	**TRVL**	UNDERGROUND	**UNDGRD**	UTILIZATION	**UTLZTN**
TRVL		UNDGRD		UTLZTN	
TREASURE	**TREAS**	UNDERWEAR	**UNDWR**	VACUUM	**VCM**
TREAS		UNDWR		VAC	
TREASURER	**TRES**	UNDERWRITER	**UNDERWRTR**	VCM	
TR		UNDERWRTR		VALLEY	**VLY**
TREA		UNDRWRTR		VALLY	
TREAS		UNDERWRITING	**UNDERWRTNG**	VLLY	
TRES		UNDERWRTNG		VLY	
TRS		UNIFORM	**UNFRM**	VALUE	**VAL**
TREASURY	**TRSRY**	UNF		VAL	
TRSRY		UNFRM		VARIETY	**VRTY**
TREATMENT	**TRTMNT**	UNIF		VAR	
TRTMNT		UNION	**UN**	VRTY	
TRIANGLE	**TRI**	UN		VAULT	**VLT**
TRI		UNIQUE	**UNQ**	VLT	
TRINITY	**TRNTY**	UNQ		VEGETABLE	**VEG**
TRNTY		UNISEX	**UNSX**	VEG	
TRIPLE	**TRPL**	UNSX		VEHICLE	**VEHIC**
TRPL		UNITED	**UNTD**	VEHIC	
TROOPER	**TRPR**	UNTD		VEHK	
TRPR		UNITED STATES	**US**	VENDING	**VNDNG**
TROPHY	**TROPH**	US		VEND	
TROPH		UNITED STATES OF AMERICA	**USA**	VNDNG	
TROPICAL	**TRPCL**			VENTILATING	**VENT**
TRPCL		UNIVERSAL	**UNIVRSL**	VENT	
TRUCK	**TRCK**	UNIV		VETERAN	**VETRN**
TRCK		UNIVRSL		VET	
TRUCKING	**TRCKNG**	UNIVERSITY	**UNIV**	VETRN	
TRCKG		UNIV		VETERINARIAN	**VET**
TRCKNG		UNLIMITED	**UNLTD**	VET	
		UNLTD		VETRN	

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VETERINARY VET VETRNRY	**VETRNRY**	WARDEN WRDN	**WRDN**	WIRING WIRG	**WIRG**
VIADUCT VIA	**VIA**	WAREHOUSE WHSE WRHSE	**WRHSE**	WITNESS WTNS	**WTNS**
VICE V	**V**	WAREHOUSING WHSNG	**WHSNG**	WOMEN WM WMN	**WMN**
VICTORY VCTRY	**VCTRY**	WARRANT WRRNT	**WRRNT**	WOODWORK WOODWK	**WOODWK**
VIDEO VID	**VID**	WASHING WSHG	**WSHG**	WOODWORKING WDWKG WOODWKG	**WOODWKG**
VIKING VKG	**VKG**	WASTE WST	**WST**	WOOLEN WOOL	**WOOL**
VILLAGE VLG	**VLG**	WASTEWATER WSTWTR	**WSTWTR**	WORKER WKR WRKR	**WRKR**
VISION VSN	**VSN**	WATER WTR	**WTR**	WORKING WKG	**WKG**
VISITING VSTNG	**VSTNG**	WEBER WBR	**WBR**	WORKSHOP WRKSHP	**WRKSHP**
VISITOR VSTR	**VSTR**	WEIGHT WGHT WT	**WGHT**	WORLD WLD WRLD	**WLD**
VISTA VIS	**VIS**	WELDING WELD WLDG	**WELD**	WORLDWIDE WRLDWD	**WRLDWD**
VISUAL VIS VISL	**VISL**	WESTERN WSTRN	**WSTRN**	WRECKER WRCKR	**WRCKR**
VOCATION VOCN	**VOCN**	WESTSIDE WSTSD	**WSTSD**	WRECKING WRCKG	**WRCKG**
VOCATIONAL VOCNL	**VOCNL**	WHEEL WHL	**WHL**	WRITER WRTR	**WRTR**
VOLUME VOL	**VOL**	WHEELER WHLR	**WHLR**	YACHT YCHT	**YCHT**
VOLUNTARY VOL VOLNTRY	**VOLNTRY**	WHITE WHT	**WHT**	YELLOW YLW	**YLW**
VOLUNTEER	**VOLNTR**	WHOLESALE WHLSE WHOL WHS WHSE WHSL	**WHOL**	YOGURT YGRT	**YGRT**
VULCANIZATION VULCN	**VULCN**			YOUNG YNG	**YNG**
VUCANIZING VULC	**VULC**	WHOLESALER WHSLR	**WHSLR**	YOUTH YTH	**YTH**
WALKWAY WLKWY	**WLKWY**	WINDOW WIN WNDW	**WNDW**		
WALLPAPER PAPER WLPAPER WLPR	**WLPAPER**				

Standard Abbreviations for Spanish-Language Addresses

In many areas of the country, street names are influenced by Hispanic culture. In these areas, Spanish prefix words such as *AVENIDA, CALLE,* and *CAMINO* are frequently used as the first word of the street name and often combined with prepositional phrases such as *de, la, de las,* and the noun they are describing. For example, *AVENIDA DE LA ESTRELLA* and *CAMINO DE LAS VILLAS* are Hispanic words called *prefixes* because they normally occur at the beginning of the street name, while the English translation would be placed as a suffix in an address.

When the number of characters available for output on a mailpiece is restricted by the size of the label or other considerations, abbreviations and other data compression methods are frequently employed. While it is the preference of the Postal Service that all words in a mailing address appear fully spelled out, this section is intended to provide a set of standard abbreviations to be used when mailers encounter the following Spanish prefixes in the delivery address line and there is a need to compress the output to the mailpiece.

Spanish Prefix	Standardization	English Translation
AVENIDA	**AVE**	Avenue
CALLE	**CLL**	Street
CAMINITO	**CMT**	Little Road
CAMINO	**CAM**	Road
CERRADA	**CER**	Closed
CIRCULO	**CIR**	Circle
ENTRADA	**ENT**	Entrance
PASEO	**PSO**	Path
PLACITA	**PLA**	Little Plaza
RANCHO	**RCH**	Ranch
VEREDA	**VER**	Small Path
VISTA	**VIS**	View

Note: The English translation is provided for information only. Do not replace the Spanish words with the English translation!

Appendix I

Address Information Products and Services Order Form

A sample copy of the Address Information Products and Services Order Form is shown on pages 127–128.

See instructions on reverse side.

UNITED STATES POSTAL SERVICE - ADDRESS INFORMATION SYSTEMS (AIS) PRODUCTS ORDER FORM FOR MAIL ORDER USE

1. CUSTOMER NUMBER

☐☐☐☐☐ - ☐☐☐☐

Mail to: ACCOUNTS RECEIVABLE - AIS PRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

For assistance call:
1-800-238-3150

2. SHIP TO:

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State   ZIP+4 Code

Foreign Country Name (When applicable)   Foreign Postal Code

Area Code   Phone Number   Industry Type Code

3. BILL TO: (Complete only if different from shipping address)

Attention Name

Firm/Company Name

Complete Street Address (Include apt/suite#), PO Box or RR and RR Box

City or Post Office

State   ZIP+4 Code

Foreign Country Name (When applicable)   Foreign Postal Code

Area Code   Phone Number   Industry Type Code

4. PRODUCT ID	5. PRODUCT DESCRIPTION	6. FORMAT CODE	7. AREA(S) REQUESTED	8. QTY	9. UNIT PRICE	10. TOTAL PRICE

12. PAYMENT METHOD

Tax ID #: _____

☐ Check   ☐ Money Order

☐ Discover   ☐ Visa   ☐ MasterCard   ☐ American Express   ☐ Diners Club

Card #: _____   Expiration: ____/____

Name (print): _____   Signature: _____

COPYRIGHT AGREEMENT

☐ Product **WILL BE** reproduced

☐ Product **WILL NOT BE** reproduced.

THANK YOU FOR YOUR ORDER.
PRICES SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.
PLEASE ALLOW 21 DAYS FOR DELIVERY.

**Make check or money order payable to
"UNITED STATES POSTAL SERVICE".
DO NOT SEND CASH.**

11. ORDER TOTAL

FOR USPS USE ONLY

Control Number:

Check Number:

Check Amount:

**Refund Policy:
NO REFUNDS WILL BE MADE
AFTER THE PACKAGE SEAL HAS
BEEN BROKEN**

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Instructions	Industrial Codes

Sections

1. Enter your customer number if you are presently receiving any AIS products.
2. Enter information where product is to be shipped. Also enter your Industry Type Code from the table on the right.
3. Complete this section only if billing address differs from shipping address.
4. Enter the Product ID as shown in the AIS Product Catalog.
5. Enter a brief description of the product.
6. Enter the appropriate format code from the table below:

Code	Tape Format			
* A	EBCDIC 38K BPI	18	track cartridge
B	ASCII		CD-ROM (ISO 9660)

* Z4Change binery file is available only in the formats noted above.

7. Enter information only if the product you are ordering has an option for selected areas. (See AIS Product Catalog)
8. Enter the quantity or number of copies requested.
9. Enter the unit price as shown on the price insert sheet.
10. Enter the total amount for the product.
11. Enter the total amount for all products ordered.
12. Check the appropriate box and attach payment to the order form.

Mail to: ACCOUNTS RECEIVABLE - AIS PRODUCTS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001
1-800-238-3150

Industrial Codes

01 AGRICULTURE PRODUCTS-CROPS	51 WHOLESALE TRADE-NONDURABLE GOODS
02 AGRICULTURE PRODUCTS-LIVESTOCK	52 BLDG MTLS/HARDWARE/GARDEN SUPPLY
07 AGRICULTURE SERVICES	53 GENERAL MERCHANDISE
08 FORESTRY	54 FOOD STORES
09 FISHERIES	55 AUTO DEALER SERVICE STATION
10 METAL MINING	56 APPAREL ACCESSORY STORES
11 ANTHRACITE MINING	57 FURNITURE, HOME FURNISHINGS
12 BITUMINOUS, LIGNITE	58 EATING/DRINKING PLACES
13 OIL, GAS EXTRACTION	59 MISCELLANEOUS RETAIL STORES
14 NONMETALLIC MINERALS	60 BANKING
15 GENERAL BUILDING CONTRACTORS	61 CREDIT AGENCY AND BANK
16 HEAVY CONSTRUCTION CONTRACTORS	62 SECURITIES/COMMODITY BROKERS SVC
17 SPECIALTY TRADE CONTRACTORS	63 INSURANCE CARRIERS
19 ORDNANCE, ACCESSOR	64 INSURANCE AGENTS, BROKERS
20 FOOD, KINDRED PRODUCTS	65 REAL ESTATE
21 TOBACCO MANUFACTURER	66 COMBINED REAL ESTATE
22 TEXTILE MILL PRODUCTS	67 HOLDING, REAL ESTATE, INVESTMENT
23 APPAREL PRODUCTS	
24 LUMBER, WOOD PRODUCTS	70 HOTELS, PRESORT LODGING
25 FURNITURE, FIXTURES	72 PERSONAL SERVICES
26 PAPER, ALLIED PRODUCTS	73 MISCELLANEOUS BUSINESS SERVICES
27 PRINTING, PUBLISHING	
28 CHEMICALS, ALLIED PRODUCTS	75 AUTO REPAIR SERVICES
29 PETROLEUM REFINING INDUSTRY	76 MISCELLANEOUS REPAIR SERVICES
30 RUBBER AND PLASTICS	
31 LEATHER PRODUCTS	78 MOTION PICTURES
32 STONE CLAY, GLASS	79 AMUSEMENT/RECREATION SERVICES
33 PRIMARY METAL INDUSTRY	
34 FABRICATED METAL	80 HEALTH SERVICES
35 MACHINERY ELECTRIC	81 LEGAL SERVICES
36 ELECTRICAL EQUIPMENT	82 EDUCATIONAL SERVICES
37 TRANSPORTATION EQUIPMENT	83 SOCIAL SERVICES
38 INSTRUMENTS	84 MUSEUM/BOTANICAL/ZOO GARDENS
39 MISCELLANEOUS MANUFACTURING	86 MEMBERSHIP ORGANIZATIONS
40 RAILROAD TRANSPORTATION	88 PRIVATE HOUSEHOLDS
41 LOCAL PASSENGER TRANSPORTATION	89 MISCELLANEOUS SERVICES
42 TRUCKING AND WAREHOUSING	91 EXEC/LEGISLATIVE/GENERAL GOVN'T
43 UNITED STATES POSTAL SERVICE	92 JUSTICE PUBLIC SAFETY
44 WATER TRANSPORTATION	93 PUBLIC FIN TAX, MONEY
45 AIR TRANSPORTATION	95 ADM OF ENVIRONMENT AND HOUSING
46 PIPE LINES AND NATURAL GAS	
47 TRANSPORTATION SERVICES	96 ADM OF ECONOMIC PROGRAMS
48 COMMUNICATION	97 NATL SECURITY INTERNAL AFFAIRS
49 ELECTRICAL/GAS SANITATION SVC	98 POST OFFICE BOXES
50 WHOLESALE TRADE-DURABLE GOODS	99 NONCLASSIFIABLE

REFUND POLICY: NO REFUNDS WILL BE MADE AFTER PACKAGE SEAL HAS BEEN BROKEN.

NOTE: TECHNICAL GUIDES WITH PRODUCT SPECIFICATIONS ARE AVAILABLE AT NO CHARGE.

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