# Envelope addressing checklist

- [ ] Delivery address centred, slightly right and low
- [ ] Return address top left
- [ ] Stamp top right
- [ ] City, state abbreviation and ZIP on the last line
- [ ] Apartment or suite on the street line
- [ ] Country name in capitals for international mail
- [ ] Bottom strip left clear for barcodes
- [ ] Dark ink on light envelope; simple font

## Notes

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