

Creating the Domestic Mailing List in Excel

In order to submit the **mailing list** into the Postal software for bulk mailing, understand it will only recognize a certain order from the Excel file. So, I need your help in getting your mail out quickly and smoothly by providing a proper mailing list. As you see below Sample 1, 2 and 3, if you send a mailing list like **Sample 1** I will need to send it back to you for correction.

Sample 1 (Incorrect)

ID #'s	Last Name	First Name	Street #	CSZ	Email
L123456778	Doe	John	9608 NE Skidrow Circle	Northofhere, AR 00000	ido@muleskinner.com
R346879001	Smith	Billy Bob	330 Molehill Way	Saint Billy, MO 00000	bbsmithy@hilltop.org
P343434344	Rake	Rusty	2256 Comer Street Unit #32	Toppertown, TN 00000	rakingitin@handle.net

Sample 2 (Correct)

FIRST	LAST	ADDRESS	CITY	ST	ZIP
John	Doe	9608 NE Skidrow St	Northofhere	AR	00000-0000
BillyBob	Smith	330 Molehill St	Saint Billy	MO	00000-0000
Rusty	Rake	2256 Comer St Unit 32	Toppertown	TN	00000-0000

Sample 3 (Correct with Suffix and/or Prefix)

PREFIX	FIRST	MIDDLE	LAST	SUFFIX	ADDRESS	ADDRESS 2	CITY	ST	ZIP
Mr	John	B	Doe	II	1234 Learn Ave	PO Box 4356	Anytown	US	00000-0000

Sample 4 (Correct Business)

FIRST	LAST	BUSINESS (or SCHOOL)	ADDRESS	CITY	ST	ZIP
John	Doe	Acme Soap Inc	1234 Acme Ln	Anytown	AK	00000-0000
		Acme University	1234 Learn Ave	Charles	AR	00000-0000

What I need to know in creating a **PROPER** mailing list in Excel?

- Understand, the “**order**” of the columns determines how the address is laid out.
- **Line 1** must be for column titles only. These must be **capitalized** (FIRST, Last, etc.) and properly titled.
- If you add an second address column, it should be titled: ADDRESS_2, ADDRESS_3
- Here is an **example** of what the various lists will look like:

First Last	Mr John B Doe II	John Doe
Address	Acme University	Acme Soap Inc
City State Zip	1234 Learn Ave PO Box 4356 Coyote, MT 00000-0000	1234 Acme Ln Anytown, AK 00000-0000

- Do not use any **punctuation** in the columns (I.e. periods, hyphens, etc.) Example: PO Box 1234 vs. P.O. Box 1234.
- Use USPS designated address **abbreviations** (Included).
- If your list do have a name to go in that line, **leave it blank**. The Postal software will automatically shift everything over.

Creating the Foreign Mailing List in Excel

The same rules apply as with the domestic mailing list except that there must be certain additional columns, as shown below in the sample. The columns *MUST* have these titles:

FIRST LAST
APARTMENT
ADDRESS
CITY
PROVENCE
ZIP
COUNTRY

If there is a column that is not fillable just leave it blank. The Postal software will shift everything over to fit correctly. Notice that Country is listed after the Zip Code. In International mail, the Country must always be listed last on its own line. Notice the examples below:

FIRST	LAST	APARTMENT	ADDRESS	CITY	PROVENCE	ZIP	COUNTRY
John	Doe	Apt 123	12 Acme St	Beijing	Daxin District	123-456	China

Here is the result of a correct International Mailing list:

John Doe
Apt 123
12 Acme St
Beijing Daxin District
123-456
CHINA

Here are some important guidelines from the **USPS** for International addressing:

- Mail may **not** be addressed to a person in one country *“in care of”* a person in another country.
- Mail may **not** be addressed to *Boxholder* or *Householder*.
- You may **not** use initials, simple given names or fictitious names for first or last name in the address.
- Do **not** *abbreviate* the Country's name and must be in capital letters.
- In bulk mailing, the **RETURN** address MUST bear a USA at the bottom of the address.

USPS Designated Street Abbreviations:

- AVENUE - AVE
- BOULEVARD - BLVD
- BYPASS - BYP
- CAUSEWAY - CSWY
- CENTER - CTR
- CIRCLE - CIR
- COMMON - CMN
- COURT - CT
- COVE - CV
- CREEK - CRK
- CROSSING - XING
- CROSSROAD - XRD
- DRIVE - DR
- EXPRESSWAY - EXPY
- FOREST - FRST
- FORK - FRK
- FORT - FT
- FREEWAY - FWY
- GATEWAY - GTWY
- HEIGHTS - HTS
- HIGHWAY - HWY
- HILL - HL
- HOLLOW - HOLW
- JUNCTION - JCT
- KNOLL - KNL
- LAKE - LK
- LANE - LN
- LOOP - LP
- MOTORWAY - MTWY
- MOUNTAIN - MTN
- PARKWAY - PKWY
- PLACE - PL
- PLAZA - PLZ
- RIDGE - RDG
- ROAD - RD
- ROUTE - RTE
- SPRING - SPG
- STREET - ST
- TERRACE - TER
- TRAIL - TRL
- TURNPIKE - TPKE
- UNDERPASS - UPAS
- UNION - UN
- VALLEY - VLY
- VILLAGE - VLG

Secondary Unit Designators:

- Apartment - APT
- Basement - BSMT
- Building - BLDG
- Department - DEPT
- East - E
- Floor - FL
- North - N
- Office - OFC
- Room - RM
- South - S
- Suite - STE
- Unit - UNIT
- West - W