Postal Addressing Standards — Contents

Update Notice

Publication 28, Postal Addressing Standards
November 2000

Publication 28, *Postal Addressing Standards,* was last printed November 2000. To inform you of changes since that time, we periodically update this online edition of PUB 28. We use vertical bars (i.e., revision bars) in the margin to indicate text changed since November 2000.

- Use the table in this update notice to find out about changes published in the *Postal Bulletin.*

- Find the chapter, subchapter, part, or section in the first column and read across the other columns to find specific information about that revision.

This online version of PUB 28, published November 2000, is updated through October 13, 2005, with the following *Postal Bulletin* article:

This chapter, sub-chapter, part, or section…	titled…	was updated to…	in *Postal Bulletin* issue number…	with an issue date of…
Appendix A, General Information				
A32	Canada Only	change addressing format	22165	10-13-2005

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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	Recipient Line
1500 E MAIN AVE STE 201	Delivery Address Line
SPRINGFIELD VA 22162-1010	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
```
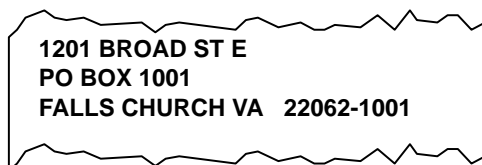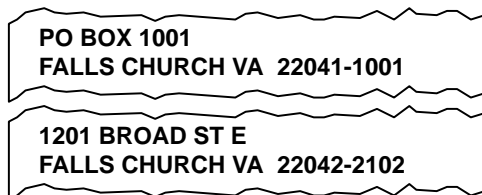
Mailpiece

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
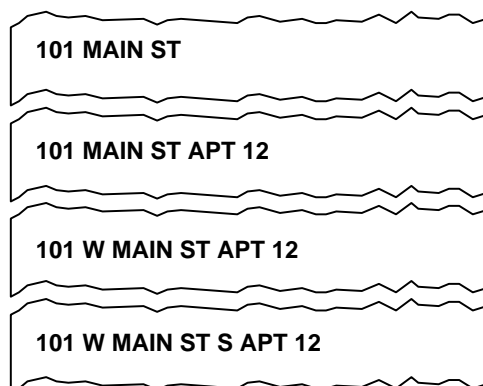
232   **Street Name**

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
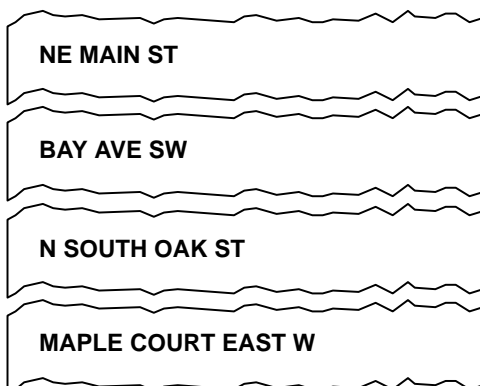
Preferred

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
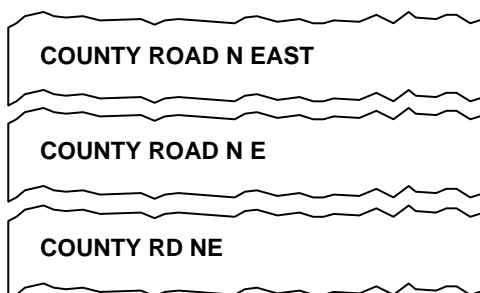
COUNTY RD NE   Unacceptable

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

SOUTHEAST FREEWAY NORTH   Acceptable
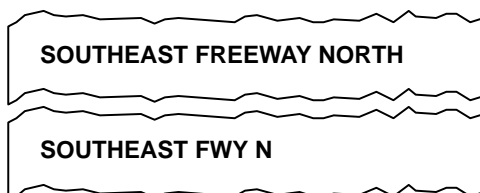
SOUTHEAST FWY N   Preferred

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
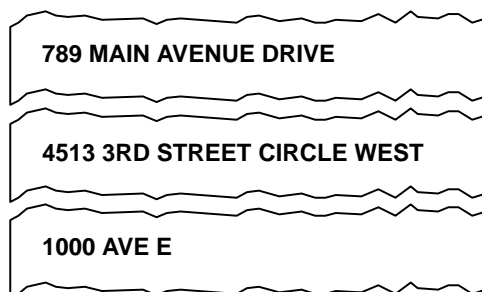
1000 AVENUE E
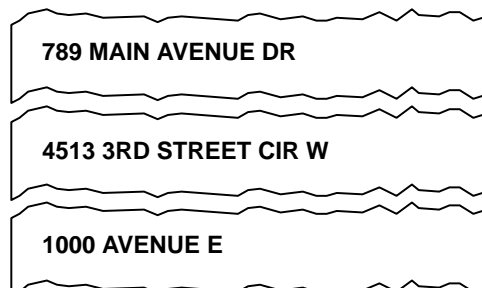
Preferred

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
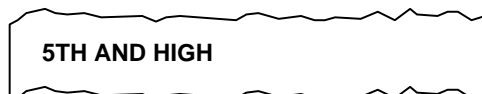
Preferred

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
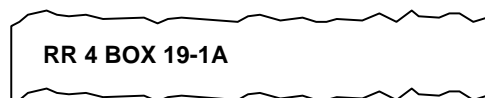
244 **Designations RFD and RD**

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
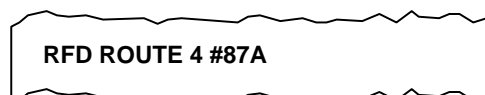
Correct

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
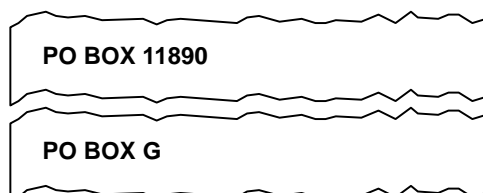
282 **Leading Zero**

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
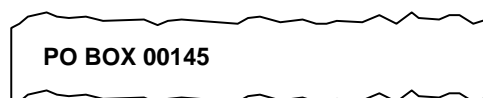
Mailpiece

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

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**
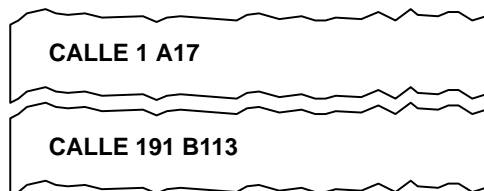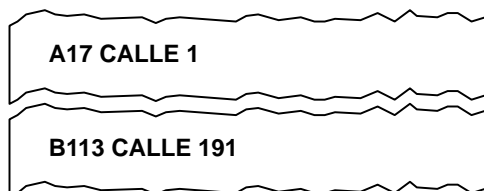
Correct

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**
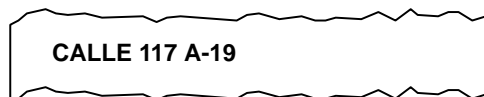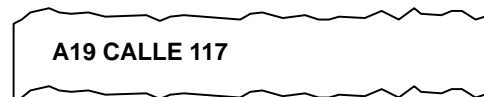
Correct

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
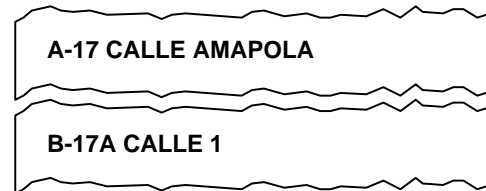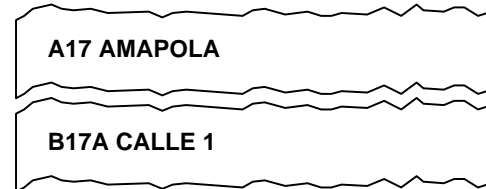
Correct

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
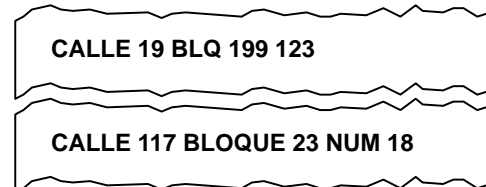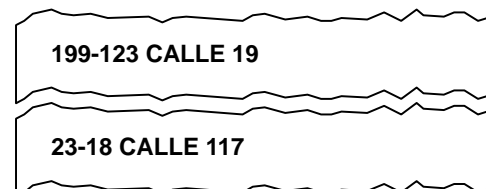
Correct

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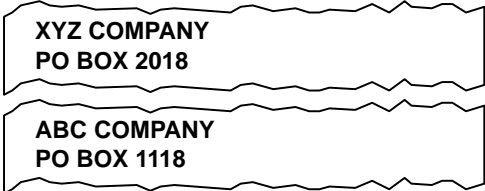
PO Box addresses often appear with the words *CALLER, CALL BOX, GPO BOX, PO BOX S-1190, APTDO, APARTADO, BOX, BUZON.* These are changed to *PO BOX* as output to a mailpiece.

XYZ COMPANY
APARTADO 2018

ABC COMPANY
GPO BOX 1118

Incorrect
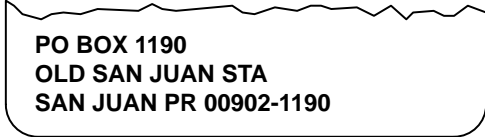
XYZ COMPANY
PO BOX 2018

ABC COMPANY
PO BOX 1118
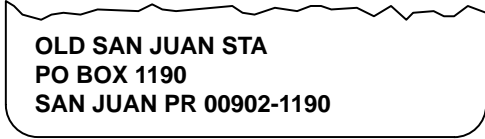
Correct

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
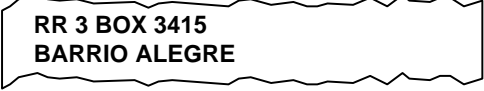
> **RR 4 BOX 1725**

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

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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	**‖ₐₗₗₗₗₗₗₐₐₐₗₗₗₗₗₐₐₗₗₐₗₐₗₗₗₗₗₐₐₐₗₗₗₗₗₐₐₐₗₗₗ**
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	
***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

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

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
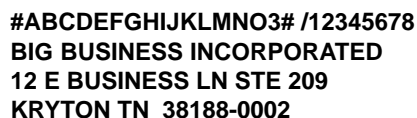
343.2 Required Lines for Certain Postal Service Programs

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.

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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.

RETURN ADDRESS AREA

POSTAGE AREA

OCR READ AREA

2 3/4"

NON-ADDRESS DATA (OPTIONAL)	→	CPRS 03672
INFORMATION / ATTENTION (OPTIONAL)	→	MR S ONEILL PRES
NAME OF RECIPIENT	→	SEAN ONEILL INC
DELIVERY ADDRESS	→	4321 MAPLE ST
POST OFFICE, STATE, ZIP	→	OAKTON MD 12345-6789

BARCODE CLEAR AREA

5/8"

1/2"   1/2"
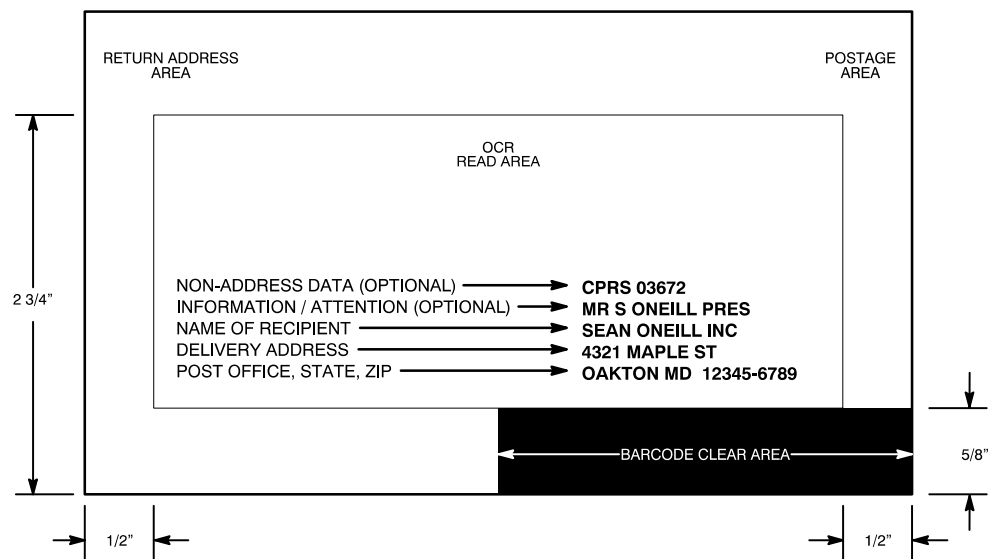
Addresses should be typewritten or machine printed in dark ink on a light background using uppercase letters. Except for the hyphen in the primary or secondary street number (if needed) or the ZIP+4 code, all punctuation may be omitted. All lines of the address should be formatted with a uniform left 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

The following address format is used when the postal address delivery zone is included in the address. Use the standard two-character abbreviation for provinces and territories. On mail to Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between "ON" and "K1A 0B1":

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

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

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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
HAVEN	HAVEN	**HVN**
	HVN	
HEIGHTS	HT	**HTS**
	HTS	
HIGHWAY	HIGHWAY	**HWY**
	HIGHWY	
	HIWAY	
	HIWY	
	HWAY	
	HWY	
HILL	HILL	**HL**
	HL	
HILLS	HILLS	**HLS**
	HLS	
HOLLOW	HLLW	**HOLW**
	HOLLOW	
	HOLLOWS	
	HOLW	
	HOLWS	
INLET	INLT	**INLT**
ISLAND	IS	**IS**
	ISLAND	
	ISLND	
ISLANDS	ISLANDS	**ISS**
	ISLNDS	
	ISS	
ISLE	ISLE	**ISLE**
	ISLES	
JUNCTION	JCT	**JCT**
	JCTION	
	JCTN	
	JUNCTION	
	JUNCTN	
	JUNCTON	
JUNCTIONS	JCTNS	**JCTS**
	JCTS	
	JUNCTIONS	
KEY	KEY	**KY**
	KY	
KEYS	KEYS	**KYS**
	KYS	

Primary Street Suffix Name	Commonly Used Street Suffix or Abbreviation	Postal Service Standard Suffix Abbreviation
KNOLL	KNL	**KNL**
	KNOL	
	KNOLL	
KNOLLS	KNLS	**KNLS**
	KNOLLS	
LAKE	LK	**LK**
	LAKE	
LAKES	LKS	**LKS**
	LAKES	
LAND	LAND	**LAND**
LANDING	LANDING	**LNDG**
	LNDG	
	LNDNG	
LANE	LANE	**LN**
	LN	
LIGHT	LGT	**LGT**
	LIGHT	
LIGHTS	LIGHTS	**LGTS**
LOAF	LF	**LF**
	LOAF	
LOCK	LCK	**LCK**
	LOCK	
LOCKS	LCKS	**LCKS**
	LOCKS	
LODGE	LDG	**LDG**
	LDGE	
	LODG	
	LODGE	
LOOP	LOOP	**LOOP**
	LOOPS	
MALL	MALL	**MALL**
MANOR	MNR	**MNR**
	MANOR	
MANORS	MANORS	**MNRS**
	MNRS	
MEADOW	MEADOW	**MDW**
MEADOWS	MDW	**MDWS**
	MDWS	
	MEADOWS	
	MEDOWS	
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
ABACUS ABCS	**ABCS**
ABOVE ABV	**ABV**
ABRASIVE ABR ABRSV	**ABR**
ABROAD ABRD	**ABRD**
ABSOLUTE ABSLT	**ABSLT**
ABSTRACT ABSTRCT	**ABSTRCT**
ACADEMIC ACDMC	**ACDMC**
ACADEMY ACAD ACADEM ACDMY	**ACDMY**
ACCESS ACCSS	**ACCSS**
ACCESSORY ACC	**ACC**
ACCIDENT ACC ACDNT	**ACDNT**
ACCOMPLISHMENT ACCMPLSSMNT	**ACCMPLSMNT**
ACCOUNT AC ACC ACCNT ACCONT ACCT ACCUNT ACNT	**ACCT**

Common Presentation	Postal Service Standard
ACCOUNTANCY ACC ACCOUNTANC ACCOUNTY ACCTNCY	**ACCTNCY**
ACCOUNTANT AC ACC ACCNT ACCT ACCTANT ACCTNT ACT	**ACCNT**
ACCOUNTING ACCTG ACCTNG ACTG	**ACCTG**
ACCREDITED ACCRDTD	**ACCRDTD**
ACCREDITATION ACCRDTN	**ACCRDTN**
ACCURACY ACCRCY	**ACCRCY**
ACCURATE ACCRT	**ACCRT**
ACHIEVEMENT ACHVMNT	**ACHVMNT**
ACOUSTIC ACSTC	**ACSTC**
ACQUISITION ACQSTN ACQUIS	**ACQSTN**
ACROSS ACR	**ACR**
ACTING ACTNG	**ACTNG**

Common Presentation	Postal Service Standard
ACTION ACTN	**ACTN**
ACTIVITY ACTVT ACTVTY	**ACTVTY**
ACTOR ACTR	**ACTR**
ACTUARY ACTRY	**ACTRY**
ACTUARIAL ACTRL ACTURIAL	**ACTRL**
ACUPUNCTURE ACPNCTR	**ACPNCTR**
ADDITION ADDTN	**ADDTN**
ADDRESS ADDR	**ADDR**
ADHESIVE ADHSV	**ADHSV**
ADJUSTER ADJ ADJT ADJTER	**ADJTER**
ADJUSTMENT ADJMT	**ADJMT**
ADJUSTOR ADJ ADJT ADJTOR	**ADJTOR**
ADJUTANT ADJ ADJT	**ADJT**

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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	

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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	

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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	

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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			

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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			

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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			

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CAMPUS	**CMPS**	CARGO	**CRG**	CATHEDRAL	**CATHDRL**
CMPS		CRG		CATH	
CMPUS		CARIBBEAN	**CRBBN**	CATHDRL	
CANADIAN	**CNDN**	CRBBN		CATHOLIC	**CATH**
CNDN		CARLOADING	**CRLDNG**	CATH	
CANAL	**CNL**	CRLDNG		CTHLC	
CNL		CARPENTER	**CARPTR**	CATTLE	**CTTL**
CANDLELIGHT	**CNDLLGHT**	CARPTR		CTTL	
CNDLLGHT		CPTR		CAUSEWAY	**CSWY**
CANDY	**CNDY**	CARPENTRY	**CRPNTRY**	CSWY	
CNDY		CRPNTRY		CEDAR	**CEDR**
CANNERY	**CAN**	CARPET	**CPT**	CDR	
CAN		CPT		CEDR	
CANNING	**CNNNG**	CRPT		CELEBRITY	**CLBRTY**
CNNNG		CARRIAGE	**CARR**	CLBRTY	
CANTONMENT	**CNTNMNT**	CARR		CELLULAR	**CELL**
CNTNMNT		CGE		CELL	
CANTOR	**CANTR**	CASCADE	**CASC**	CEMENT	**CEM**
CANTR		CASC		CEM	
CNTR		CASHIER	**CAS**	CEMETERY	**CMTRY**
CANVAS	**CANV**	CAS		CENTENNIAL	**CENT**
CANV		CASH		CENT	
CANYON	**CYN**	CASKET	**CSKT**	CENTENNAL	
CYN		CSKT		CNTNNL	
CAPITAL	**CPTAL**	CASSETTE	**CASSTT**	CENTER	**CTR**
CPTAL		CASSTT		CEN	
CPTL		CASTING	**CAST**	CENT	
CAPITOL	**CPTOL**	CAST		CENTR	
CPTL		CASTLE	**CASTL**	CNTR	
CPTOL		CSTL		CTR	
CAPTAIN	**CAPT**	CASUAL	**CSL**	CENTRAL	**CTRL**
CAPT		CSL		CENTL	
CPT		CASUALTY	**CSLTY**	CENTR	
CARBONATED	**CARB**	CAS		CNTL	
CARB		CSLTY		CNTRL	
CARBURETOR	**CARBTR**	CATALOG	**CATLG**	CTRL	
CARBTR		CATLG		CENTRE	**CTR**
CARDIAC	**CRDC**	CTLG		CTR	
CRDC		CATALOGUE	**CTLG**	CENTURY	**CEN**
CARDINAL	**CARD**	CTLG		CEN	
CARD		CATERER	**CATR**	CERAMIC	**CRMC**
CARDIOGRAPHIC	**CRDGRPHC**	CATR		CRMC	
CRDGRPHC		CATERING	**CTRG**	CRMIC	
CARDIOLOGY	**CRDLGY**	CATRG		CEREMONY	**CRMNY**
CRDLGY		CTRG		CRMNY	
CARDIOVASCULAR	**CRDVSCLR**	CATFISH	**CTFSH**	CERTIFICATION	**CTRFCTN**
CRDVSCLR		CTFSH		CTRFCTN	
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	**CONDO**	CONSOLIDATOR	**CONSLDTR**	CONTACT	**CONT**
CNDMNM		CONSLDTR		CONT	
CONDO		CONSORTIUM	**CNSRTM**	CONTAIN	**CNTN**
CONFECTIONERY	**CONF**	CNSRTM		CNTN	
CONF		CONSTRUCT	**CONSTRCT**	CONTAINER	**CONTNR**
CONFEDERATED	**CONFDRTD**	CONSTRCT		CONTNR	
CONFDRTD		CONSTRUCTING	**CNSTRCTNG**	CONTEMPORARY	**CONTEMP**
CONFEDERATION	**CONFDRTN**	CNSTRCTNG		CONTEMP	
CONFDRTN		CONSTG		CONTEMPO	
CONFER	**CNFR**	CONSTRUCTION	**CONSTRCTN**	CONTEMPOR	
CNFR		CNST		CONTEMPORAR	
CONFERENCE	**CNFRNC**	CNSTR		CONTEST	**CNTST**
CNFRNC		CNSTRCTN		CNTST	
CONFRENCE		CONST		CONTINENTAL	**CONTNTL**
CONGREGATION	**CONGREG**	CONSTN		CNTNTL	
CONGREG		CONSTR		CONT	
CONGRG		CONSTRCTN		CONTINENT	
CONGREGATIONAL	**CONGREGTNL**	CONSTRN		CONTNENTA	
CONGREGTNL		CONSTRTN		CONTINENTL	
CONGRESS	**CNGRS**	CONSTRUCTN		CONTNTL	
CNGRS		CONSTRUCTOR	**CONSTR**	CONTINUING	**CONTNG**
CONGRESSIONAL	**CNGRSNL**	CNSTR		CONTNG	
CNGRSNL		CONSTR		CONTINUOUS	**CONTNS**
CONGRESSMAN	**CONGRSMAN**	CONSULT	**CON**	CONTNS	
CONGRSMAN		CON		CONTRACT	**CNTRCT**
CONNECTION	**CONNECT**	CONSULTANT	**CONSLNT**	CNTR	
CONNECT		CNSLT		CNTRCT	
CONQUISTADOR	**CONQUISDR**	CNSLTNT		CONTR	
CONQUISDR		CON		CONTRAC	
CONSERVATION	**CONSERVE**	CONS		CONTRACTING	**CNTRCTNG**
CNSRVTN		CONSL		CNTRCTNG	
CNSVTN		CONSLTNT		CONTG	
CONSER		CONSULT		CONTR	
CONSERV		CONSULTA		CONTRACTIN	
CONSERVE		CONSULTAN		CONTRG	
CONSERVATORY	**CONSRVTRY**	CONSULTNT		CONTRACTOR	**CONTR**
CONSRVTRY		CONSULTATION	**CNSLTN**	CNTRCTR	
CONSOLATION	**CONSLTN**	CNSLTN		CONTR	
CONSLTN		CONSULTING	**CONSLTNG**	COR	
CONSOLIDATED	**CONS**	CNSLTNG		CONTRIBUTION	**CONTRBTN**
CNSLD		CONSLNTNG		CONTRBTN	
CNSLDTD		CONSLTG		CONTROL	**CNTRL**
CONS		CONSLTNG		CNTRL	
CONSOLIDATION	**CONSLDTN**	CONSULTI		CONTRL	
CONSLDTN		CONSULTIN		CTL	
		CONSUMER	**CONSMR**	CTRL	
		CNSMR		CONTROLLED	**CONTRLLD**
		CONS		CONTRLLD	
		CONSMR			

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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 CRT CT	CT
COURTESY CRTSY	CRTSY
COVENANT CVNNT	CVNNT
COVERING COVER CVG CVRNG	COVER
COWBOY CWBY	CWBY
CRAFT CFT CRFT	CRFT
CRAFTER CFTR	CFTR
CRAFTSMAN CFT	CFT
CRAFTSMEN CFTMN	CFTMN
CRANBERRY CRNBRRY	CRNBRRY
CRANE CRN	CRN
CRANKSHAFT CRNKSHFT	CRNKSHFT
CRAZY CRZY	CRZY
CREAM CRM	CRM
CREAMERY CRMRY	CRMRY
CREATION CREAT	CREAT
CREATIVE CREAT CREATV CRTVE	CREATV
CREDIT CRDT CRED	CRDT
CREEK CRK	CRK
CREMATORY CRMTRY	CRMTRY
CREPE CRP	CRP

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CRESCENT CRES	CRES
CREST CRST	CREST
CRIMINAL CRMNL	CRMNL
CROCKERY CKRY CRK	CKRY
CROSS CR	CR
CROSSING CRSSNG	XING
CROSSROAD CROSSRD XRD XROAD	XROAD
CROWN CRN CRWN	CRWN
CRUISE CRS CRUS	CRUS
CRUSADE CRSD	CRSD
CRUSADER CRSDR	CRSDR
CRUST CRST	CRUST
CRYOGENIC CRYGNC	CRYGNC
CRYSTAL CRYSTL	CRYSTL
CUISINE CSN	CSN
CULTURAL CLTRL	CLTRL
CUPBOARD CPBRD	CPBRD
CURATOR CUR	CUR
CURRICULUM CURR	CURR
CURTAIN CRTN	CRTN
CUSTODIAN CUST CUSTDN	CUSTDN

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CUSTOM CSTM CUST	CSTM
CUSTOMER CUST	CUST
CUTLERY CUTLY	CUTLY
CUTTING CUT CUTING	CUT
CYBERNETIC CYBRNTC	CYBRNTC
CYCLE CYCL	CYCL
DAILY DLY	DLY
DAIRY DAR DRY	DRY
DAME DM	DM
DANCE DNC	DNC
DATABASE DB	DB
DATZUN DTZN	DTZN
DAUGHTER DGHTR	DGHTR
DEACON DCN	DCN
DEALER DLR	DLR
DEALING DLG	DLG
DECAL DEC	DEC
DECISION DCSN	DCSN
DECOR DCR	DCR
DECORATING DCRTNG DCTG DECOR	DECOR
DECORATION DCTN	DCTN

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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**
		DISTRICT DIST DST	**DIST**	DRAFTSMAN DFTSMAN DRAFTS	**DFTSMAN**
DIRECTORATE DIRCTRT	**DIRCTRT**				
DIRECTORY	**DIRCTRY**	DIVERSIFIED DVRSFD DVSFD	**DVSFD**	DRAGON DRGN	**DRGN**
DISABILITY DSBLTY	**DSBLTY**	DIVIDE DIV	**DV**	DRAIN DRN	**DRN**
DISARMAMENT DSARMNT	**DSARMNT**	DIVING DVNG	**DVNG**	DRAINAGE DRNG	**DRNG**
DISBURSEMENT DISBMT	**DISBMT**	DIVISION DIV DIVSN	**DIV**	DRAMA DRMA	**DRMA**
DISCOUNT DISC	**DISC**	DIVISIONAL DIV DIVSNL DVSNL	**DIVSNL**	DRAPERY DRAP DRAPERIES	**DRAP**
DISPATCH DISP DISPTCH	**DISP**			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**	EIGHTH	**8TH**	ELECTRONIC	**ELECT**
DYNA		VIII		ELEC	
DYNMC		8TH		ELECT	
EAGLE	**EGL**	ELDER	**ELDR**	ELECTRNC	
EGL		ELDR		ELECTROPLATING	**ELCPLTG**
EARLY	**ERLY**	ELDERLY	**ELDRLY**	ELCPLTG	
ERLY		ELDRLY		ELEGANCE	**ELGNC**
EARTH	**ERTH**	ELECT	**ELEC**	ELGNC	
ERTH		ELCT		ELEGANT	**ELGNT**
EASTERN	**ESTRN**	ELE		ELGNT	
ESTRN		ELEC		ELEMENT	**ELMNT**
EASTSIDE	**ESTSD**	ELECTED	**ELCTD**	ELMNT	
ESTSD		ELCTD		ELEMENTARY	**ELEM**
EATERY	**ETRY**	ELECT		ELEM	
ETRY		ELECTRIC	**ELECTR**	ELEVATOR	**ELEV**
ECOLOGY	**ECO**	ELC		ELEV	
ECLGY		ELEC		ELEVENTH	**11TH**
ECO		ELECT		XI	
ECOLO		ELECTR		11	
ECONOMIC	**ECNMC**	ELECTRICAL	**ELECTRL**	11TH	
ECNMC		ELEC		ELITE	**ELITE**
ECON		ELECT		EMBASSY	**EMBSSY**
ECONOMIST	**ECONMST**	ELECTRL		EMBSSY	
ECOM		ELECTRICIAN	**ELECTRCN**	EMBROIDERY	**EMB**
ECON		ELEC		EMB	
ECONMST		ELECT		EMERGENCY	**EMER**
ECONOMY	**ECON**	ELECTRCN		EMER	
ECON		ELECTRICITY	**ELECTRCTY**	EMERG	
EDIBLE	**EDBL**	ELEC		EMERGNCY	
EDBL		ELECT		EMPIRE	**EMP**
EDIFICE	**EDFC**	ELECTRCTY		EMP	
EDFC		ELECTROLOGIST	**ELCTRLGST**	EMPLOYED	**EMPL**
EDITION	**ED**	ELCTRLGST		EMPL	
ED		ELECTROLYSIS	**ELCTRLYS**	EMPLOY	
EDITOR	**EDIT**	ELCTRLYS		EMPLOYEE	**EMPLYE**
EDIT		ELECTRLSIS		EMPL	
EDTR		ELECTRLYS		EMPLYE	
EDUCATION	**EDUC**	ELECTROMECHAN-ICAL	**ELCTRMCHNCL**	EMPLOYMENT	**EMPLMNT**
ED				EMPL	
EDCT		ELCTRMCHNCL		EMPLMNT	
EDCTN		ELECTROMEDICAL	**ELCMED**	EMPLMT	
EDUC		ELCMED		EMPORIUM	**EMPOR**
EDUCATIONAL	**EDUCL**	ELECTROMETAL-LURGICAL	**ELCMTLG**	EMPOR	
EDUC				EMPORM	
EDUCATIONL		ELCMTLG		EMPRM	
EDUCL		ELECTRON	**ELCTRN**	ENAMEL	**ENL**
EDUCTL		ELCTRN		ENL	
				ENAMELING	**ENMLNG**
				ENMLNG	

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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					

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EVANGELISTIC	**EVNGLSTC**	EXEMPT	**EXMPT**	EXPRESSION	**EXPRSSN**
EVNGLSTC		EXMPT		EXPRSSN	
EVENING	**EVNNG**	EXEMPTED	**EXMPTD**	EXPRESSWAY	**EXPY**
EVNNG		EXMPTD		EXPRSSWY	
EVENT	**EVNT**	EXHIBIT	**EXHBT**	EXPY	
EVNT		EXHBT		EXTENSION	**EXT**
EVERGREEN	**EVRGRN**	EXHIBITOR	**EXHBTR**	EXT	
EVRGRN		EXHBTR		EXTNSN	
EXACT	**EXCT**	EXPEDITER	**EXPD**	EXTERMINATING	**EXTERM**
EXCT		EXPD		EXTERM	
EXAMINATION	**EXMNTN**	EXPEDITION	**EXPDTN**	EXTG	
EXMNTN		EXP		EXTRMNTNG	
EXAMINE	**EXAM**	EXPDTN		EXTERMINATOR	**EXTRMNTR**
EX		EXPEDITOR	**EXPDTR**	EXTRMNTR	
EXAM		EXPDTR		EXTRACT	**EXTRCT**
EXMN		EXPENSE	**EXP**	EXT	
EXAMINER	**EXMNR**	EXP		EXTRCT	
EXMNR		EXPERIENCE	**EXPRNC**	EXTRACTOR	**EXTRCTR**
EXCAVATE	**EXCVT**	EXPRNC		EXTRCTR	
EXCVT		EXPERIMENT	**EXPRMNT**	EXTRAORDINARY	**EXTRRDNRY**
EXCAVATING	**EXCAVTG**	EXPRMNT		EXTRRDNRY	
EXCAVATNG		EXPERT	**EXPR**	EXTREME	**EXTRM**
EXCAVTG		EXPR		EXTRM	
EXCVTG		EXPRT		FABRIC	**FBRC**
EXCAVATION	**EXCVTN**	EXPLORATION	**EXPLRN**	FABR	
EXCTVN		EXPLRN		FBRC	
EXCAVATOR	**EXCVTR**	EXPN		FABRICATED	**FABD**
EXCAVATR		EXPLOSIVE	**EXPLSV**	FAB	
EXCVTR		EXPL		FABD	
EXCEL	**EXCL**	EXPLSV		FABRICATING	**FABG**
EXCL		EXPORT	**EXPRT**	FABG	
EXCELSIOR	**EXCLSR**	EXP		FABRICATION	**FBRCN**
EXCEL		EXPRT		FBRCN	
EXCLSR		EXPT		FABRICATOR	**FAB**
EXCEPTIONAL	**EXCPTNL**	EXPORTATION	**EXPN**	FAB	
EXCPTNL		EXPN		FABRICTR	
EXCESS	**EXCSS**	EXPRTTN		FBRCTR	
EXCSS		EXPORTER	**EXPRTR**	FACILITY	**FACLTY**
EXCHANGE	**EXCH**	EXP		FAC	
ECHANGE		EXPRTR		FACLTY	
EXCH		EXPOSE	**EXPS**	FACTOR	**FCTR**
EXECUTIVE	**EXEC**	EXPS		FCTR	
EX		EXPOSITION	**EXPO**	FACTORY	**FCTRY**
EXC		EXPO		FAC	
EXE		EXPSTN		FCTRY	
EXEC		EXPRESS	**EXPRSS**	FACULTY	**FCLTY**
EXECUTOR	**EXTR**	EX		FCLTY	
EXTR		EXP		FAITH	**FTH**
		EXPRSS		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**	FOUNDRY	**FNDRY**	FRICTION	**FRCTN**
FTBLL		FDRY		FRCTN	
FOOTWEAR	**FTWR**	FNDRY		FRIED	**FRD**
FTWR		FOUNTAIN	**FTN**	FRD	
FORCE	**FRC**	FTN		FRIEND	**FRND**
FOR		FOURGON	**FORGN**	FRND	
FRC		FORGN		FRIENDLY	**FRNDLY**
FORECASTING	**FRCSTNG**	FOURTEENTH	**14TH**	FRNDLY	
FRCSTNG		XIV		FRONTIER	**FRNTR**
FOREIGN	**FRGN**	14		FRNTR	
FGN		14TH		FROZEN	**FRZ**
FRGN		FOURTH	**4TH**	FRZ	
FOREMAN	**FORMN**	IV		FRZN	
FORMN		4		FRUIT	**FRT**
FRMN		4TH		FRT	
FORESIGHT	**FORSGHT**	FRAGRANCE	**FRGRNC**	FUNCTIONAL	**FUNCTL**
FORSGHT		FRGRNC		FUNCTL	
FOREST	**FRST**	FRAME	**FRAM**	FUNCTIONARY	**FUNCTRY**
FRST		FRAM		FUNCTRY	
FORESTRY	**FOR**	FRAMEWORK	**FRMWRK**	FUNDAMENTALIST	**FNDMNTLST**
FOR		FRMWRK		FNDMNTLST	
FRSTRY		FRAMING	**FRAMG**	FUNDING	**FNDNG**
FOREVER	**FORVR**	FRAMG		FNDNG	
FORVR		FRANCHISE	**FRNCHS**	FUNERAL	**FNRL**
FORGING	**FRG**	FRNCHS		FNRL	
FRG		FRANCHISING	**FRNCHSNG**	FURNACE	**FRNC**
FORGOING	**FORGNG**	FRANCHSNG		FRNC	
FRGNG		FRATERNAL	**FRTRNL**	FURN	
FORKLIFT	**FRKLFT**	FRTRNL		FURNISHING	**FURNG**
FRKLFT		FRATERNITY	**FRTRNTY**	FURN	
FORMAL	**FRML**	FRTRNTY		FURNG	
FRML		FREEWAY	**FWY**	FURNITURE	**FURN**
FORMATION	**FRMTN**	FRWY		FURN	
FRMTN		FWY		FURRIER	**FUR**
FORTUNE	**FRTN**	FREEZE	**FREZ**	FUR	
FRTN		FREZ		FUSIL	**FUSL**
FORUM	**FRUM**	FRZ		FUSL	
FRM		FREEZER	**FRZR**	FUSION	**FUSN**
FRUM		FRZR		FUSN	
FORWARDING	**FWDG**	FREIGHT	**FRGHT**	GALAXY	**GALXY**
FWDG		FRGHT		GALXY	
FOSTER	**FSTR**	FRGT		GALLERY	**GLLRY**
FSTR		FRT		GLLRY	
FOUND	**FND**	FRENCH	**FRNCH**	GALVANIZING	**GLVNZNG**
FND		FRNCH		GLVNZNG	
FOUNDATION	**FNDTN**	FRESH	**FRSH**	GARAGE	**GRGE**
FDN		FRSH		GAR	
FNDTN		FRIARY	**FRY**	GRGE	
FOUNDTN		FRY			

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

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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**	INCARNATION INCRNTN	**INCRNTN**
HORIZON HRZN	**HRZN**	HYPNOSIS HYPNS	**HYPNS**	INCOME INCM INCO	**INCM**
HORSE HRS	**HORSE**	IDEAL IDL	**IDL**	INCORPORATED INC INCOR INCORP	**INC**
HORTICULTURAL HORT HORTL	**HORTL**	IGNITION IGN	**IGN**		
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**	INDEPENDENT IND INDPDNT INDPNDNT	**INDPNDNT**
HOSPITAL HOSP HOSPIT HSP HSPTL	**HOSP**	IMMEDIATE IMMDT	**IMMDT**		
		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**
HUMAN HMN	**HMN**	IMPORTED IMPRTD	**IMPRTD**	INFINITE INFINT	**INFINT**
HUNGRY HNGRY	**HNGRY**	IMPORTER IMP IMPRTR	**IMPRTR**	INFIRM INFRM	**INFRM**
HUNTER HNTR	**HNTR**	IMPORTING IMPRTNG	**IMPRTNG**	INFIRMARY INFRMRY	**INFRMRY**
		IMPRESSION IMPRESS	**IMPRESS**		

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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	
		MSRMNT		MERCTL	
MARKET	**MKT**	MECHANIC	**MECH**	MERCHANDISE	**MDSE**
MKT		MCHNC		MDSE	
MRKT		MECH			
MARKETER	**MRKTR**	MECHANICAL	**MECHL**	MERCHANDISER	**MRCHNDSR**
MRKTR		MECH		MRCHNDSR	
MARKETING	**MKTG**	MECHL		MERCHANDISING	**MDSNG**
MKT		MEDIA	**MEDIA**	MDSNG	
MKTG		MED		MERCH	
MKTING		MEDICAL	**MEDCL**	MHDSG	
MKTNG		MDCL		MERCHANT	**MRCHNT**
MRKT		MED		MCHNT	
MRKTG		MEDCL		MRCHNT	
MARKETPLACE	**MRKTPLC**	MEDIC		MERCURY	**MERC**
MRKTPLC		MEDL		MERC	
MARKING	**MKG**	MEDICAMENT	**MEDCMNT**	MERIDIONAL	**MRDNL**
MKG		MEDCMNT		MRDNL	
MARSHALL	**MRSHLL**	MEDICINE	**MEDCN**	METAL	**METL**
MRSHLL		MED		MET	
MASON	**MSN**	MEDCN		METL	
MSN		MEDIUM	**MEDM**	MTL	
MASONIC	**MSNC**	MED		METALLIZING	**MTLNG**
MSNC		MEDM		MTLNG	
MASONRY	**MASON**	MEETING	**MTG**	METALLURGICAL	**METLLRGCL**
MASON		MTG		MET	
MSN		MELANGE	**MLNG**	METLLRGCL	
MASTER	**MSTR**	MLNG		METALLURGIST	**METLLRGST**
MSTR		MEMBER	**MBR**	MET	
MATERIAL	**MTRL**	MBR		METLLRGST	
MATL		MEMBERSHIP	**MBRSHP**	METALLURGY	**MTLGY**
MTL		MBRSHP		MTLGY	
MTRL		MEMBRANE	**MBRM**	METEOROLOGIST	**METRLGST**
MATERIEL	**MATL**	MBRM		MET	
MTREL		MEMORANDUM	**MEMO**	METRLGST	
MATERNITY	**MTRNTY**	MEMO		METHOD	**METH**
MTRNTY		MEMORIAL	**MEML**	METH	
MATTRESS	**MATRS**	MEM		METHODIST	**METHDST**
MAT		MEML		METH	
MATRS		MEMRL		METHDST	
MATT		MEMORY	**MEM**	METRIC	**MTRC**
MATTRS		MEM		MTRC	
MAYOR	**MAY**	MENNONITE	**MENIT**	METROPOLITAN	**METRO**
MAY		MENIT		METRO	
MYR		MENTAL	**MNTL**	MEXICAN	**MEX**
MEADOW	**MDWS**	MENT		MEX	
MDW		MNTL		MICRO	**MCR**
MEASURE	**MSR**			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
MINISTER MNTR	MINSTR	MONTHLY MNTHLY	MNTHLY	MOVING MOVE MVG	MOVE
		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		PAPERBOARD	**PPRBD**
OPTICIAN	**OPTCN**	OUTLT		PPRBD	
OPT		OVERHEAD	**OVRHD**	PARADISE	**PRDS**
OPTCN		OVRHD		PRDS	
OPTOMETRIST	**OPTOM**	OVERSIGHT	**OVRSGHT**	PARKING	**PARK**
OPTOM		OVRSGHT		PARK	
ORANGE	**ORNG**	OWNER	**OWNR**	PRKG	
ORNG		ONR		PARKWAY	**PKWY**
ORCHARD	**ORCH**	OWN		PKWY	
ORCH		OWNE		PKY	
ORCHRD		OWNR		PARLOR	**PRLR**
ORDER	**ORDR**	OWR		PRLR	
ORD		PACIFIC	**PAC**	PARTICLEBOARD	**PTLBD**
ORDR		PAC		PTLBD	
ORDERING	**ORDNG**	PCF		PARTNER	**PRTNR**
ORDNG		PACKAGE	**PKG**	PARTN	
ORDINATOR	**ORDNTR**	PKG		PARTNR	
ORDNTR		PACKAGING	**PKGNG**	PATNR	
ORDNANCE	**ORD**	PACKG		PRT	
ORD		PKG		PRTNR	
ORGANIZATION	**ORGN**	PKGNG		PT	
ORGN		PACKER	**PKR**	PTNR	
ORGANIZATIONAL	**ORGNL**	PKR		PTR	
ORGNL		PACKING	**PCKG**	PARTNERSHIP	**PRTNRSHP**
ORIENTAL	**ORNTL**	PCKG		PRTNRSHP	
ORNTL		PKG		PARTY	**PTY**
ORNAMENTAL	**ORNMTL**	PADDING	**PDG**	PTY	
ORNA		PDG		PASSENGER	**PSSGR**
ORNMTL		PAINT	**PNT**	PASS	
ORTHOPEDIC	**ORTHO**	PNT		PASTOR	**PSTR**
ORTHO		PAINTER	**PNTR**	PST	
ORTHPD		PNTR		PSTR	
ORTHOPTIST	**ORTHOPTST**	PTR		PATCH	**PTCH**
ORTHOPTST		PAINTING	**PAINT**	PTCH	
OSTEOPATH	**OSTEOPTH**	PAINT		PATENT	**PATNT**
OSTEO		PNT		PAT	
OSTEOPTH		PNTG		PATNT	
OSTEOPATHIC	**OSTEOPTHC**	PNTNG		PATHOLOGIST	**PTHLGST**
OSTEO		PALACE	**PALC**	PTHLGST	
OSTEOPTHC		PALC		PATHOLOGY	**PATH**
OTOLOGY	**OTO**	PLC		PATH	
OTO		PANCAKE	**PNCK**	PATIO	**PAT**
OTORHINOLRYNGY	**OTRHNLRYNGY**	PNCK		PAT	
OTRHNLRYNGY		PANHANDLE	**PNHDL**	PATTERN	**PTTRN**
OUTDOOR	**OTDR**	PNHDL		PTTRN	
OTDR		PANTRY	**PNTRY**		
		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**	TENNIS	**TEN**	TOBACCO	**TOB**
TAN		TEN		TOB	
TAVERN	**TRVN**	TENTH	**10TH**	TOILET	**TOIL**
TAV		X		TOIL	
TRVN		10TH		TOTAL	**TTL**
TAXIDERMY	**TXDRMY**	TERMINAL	**TRMNL**	TTL	
TXDRMY		TRML		TOUCH	**TCH**
TEACHER	**TEACH**	TRMNL		TCH	
TEACH		TERMITE	**TRMT**	TOWER	**TWR**
TECHNICAL	**TECHL**	TRMT		TWR	
TECH		TERRACE	**TER**	TOWING	**TOW**
TECHL		TER		TOW	
TECHNICIAN	**TECHN**	TERR		TOWN	**TWN**
TECH		TESTING	**TEST**	TWN	
TECHN		TEST		TOWNE	**TWNE**
TECHNOLOGICAL	**TCHNLGCL**	TSTG		TWN	
TCHNLGCL		TEXTILE	**TXTL**	TWNE	
TECHNOLOGIST	**TECH**	TEX		TOWNSHIP	**TWP**
TECH		TXTL		TWNSHP	
TECHNOLOGY	**TECHLGY**	THEATRE	**THTR**	TWP	
TCHNLGY		THTR		TRACTOR	**TRCTR**
TECH		THEATRICAL	**THEA**	TRCTR	
TECHLGY		THEA		TRADE	**TRD**
TECHNOL		THTRCL		TRD	
TELECOMMUNICA-TION	**TELECOM**	THERAPIST	**THRPST**	TRADESMAN	**TRDSMN**
TELCOMMN		THRPST		TRDSMN	
TELECOM		THERAPY	**THRPY**	TRADING	**TRADE**
TELECOMM		THRPY		TRADE	
TELEGRAPH	**TELG**	THING	**THNG**	TRDG	
TELG		THNG		TRAFFIC	**TRFC**
TELEMARKETING	**TELMKTG**	THIRD	**3RD**	TRFC	
TELMKTG		III		TRAIL	**TRL**
TELEPHONE	**TEL**	3		TRL	
PHONE		3RD		TRAILER	**TRLR**
TELE		THREAD	**THD**	TRLR	
TELETYPE	**TLTYP**	THD		TRAINEE	**TRN**
TLTYP		THRIFT	**THRFT**	TRN	
TELEVISION	**TV**	THRFT		TRAINER	**TRNR**
T V		THRIFTY	**THRFTY**	TRNR	
TELEX	**TLX**	THRFT		TRAINING	**TRAIN**
TLX		THRFTY		TRAIN	
TEMPERATURE	**TEMP**	THRUWAY	**THRWY**	TRNG	
TEMP		THRWY		TRANSFER	**TRNSFR**
TEMPLE	**TMPL**	TIMBER	**TMBR**	TRANSF	
TMPL		TMBR		TRNSFR	
TEMPORARY	**TEMPY**	TITLE	**TITL**	TRANSFORMER	**TRANSFRMR**
TEMP		TITL		TRANS	
TEMPY		TTL		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	**VETRNRY**	WARDEN	**WRDN**	WIRING	**WIRG**
VET		WRDN		WIRG	
VETRNRY		WAREHOUSE	**WRHSE**	WITNESS	**WTNS**
VIADUCT	**VIA**	WHSE		WTNS	
VIA		WRHSE		WOMEN	**WMN**
VICE	**V**	WAREHOUSING	**WHSNG**	WM	
V		WHSNG		WMN	
VICTORY	**VCTRY**	WARRANT	**WRRNT**	WOODWORK	**WOODWK**
VCTRY		WRRNT		WOODWK	
VIDEO	**VID**	WASHING	**WSHG**	WOODWORKING	**WOODWKG**
VID		WSHG		WDWKG	
VIKING	**VKG**	WASTE	**WST**	WOODWKG	
VKG		WST		WOOLEN	**WOOL**
VILLAGE	**VLG**	WASTEWATER	**WSTWTR**	WOOL	
VLG		WSTWTR		WORKER	**WRKR**
VISION	**VSN**	WATER	**WTR**	WKR	
VSN		WTR		WRKR	
VISITING	**VSTNG**	WEBER	**WBR**	WORKING	**WKG**
VSTNG		WBR		WKG	
VISITOR	**VSTR**	WEIGHT	**WGHT**	WORKSHOP	**WRKSHP**
VSTR		WGHT		WRKSHP	
VISTA	**VIS**	WT		WORLD	**WLD**
VIS		WELDING	**WELD**	WLD	
VISUAL	**VISL**	WELD		WRLD	
VIS		WLDG		WORLDWIDE	**WRLDWD**
VISL		WESTERN	**WSTRN**	WRLDWD	
VOCATION	**VOCN**	WSTRN		WRECKER	**WRCKR**
VOCN		WESTSIDE	**WSTSD**	WRCKR	
VOCATIONAL	**VOCNL**	WSTSD		WRECKING	**WRCKG**
VOCNL		WHEEL	**WHL**	WRCKG	
VOLUME	**VOL**	WHL		WRITER	**WRTR**
VOL		WHEELER	**WHLR**	WRTR	
VOLUNTARY	**VOLNTRY**	WHLR		YACHT	**YCHT**
VOL		WHITE	**WHT**	YCHT	
VOLNTRY		WHT		YELLOW	**YLW**
VOLUNTEER	**VOLNTR**	WHOLESALE	**WHOL**	YLW	
VULCANIZATION	**VULCN**	WHLSE		YOGURT	**YGRT**
VULCN		WHOL		YGRT	
VUCANIZING	**VULC**	WHS		YOUNG	**YNG**
VULC		WHSE		YNG	
WALKWAY	**WLKWY**	WHSL		YOUTH	**YTH**
WLKWY		WHOLESALER	**WHSLR**	YTH	
WALLPAPER	**WLPAPER**	WHSLR			
PAPER		WINDOW	**WNDW**		
WLPAPER		WIN			
WLPR		WNDW			

Appendix H

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!

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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.

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United States Postal Service – Address Information Systems (AIS) Products Order Form for Mail Order Use

Instructions

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)

* Z4Charge binary 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

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

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

Industrial Codes

Code	Description
01	AGRICULTURE PRODUCTS-CROPS
02	AGRICULTURE PRODUCTS-LIVESTOCK
07	AGRICULTURE SERVICES
08	FORESTRY
09	FISHERIES
10	METAL MINING
11	ANTHRACITE MINING
12	BITUMINOUS, LIGNITE
13	OIL, GAS EXTRACTION
14	NONMETALLIC MINERALS
15	GENERAL BUILDING CONTRACTORS
16	HEAVY CONSTRUCTION CONTRACTORS
17	SPECIALTY TRADE CONTRACTORS
19	ORDNANCE, ACCESSOR
20	FOOD, KINDRED PRODUCTS
21	TOBACCO MANUFACTURER
22	TEXTILE MILL PRODUCTS
23	APPAREL PRODUCTS
24	LUMBER, WOOD PRODUCTS
25	FURNITURE, FIXTURES
26	PAPER, ALLIED PRODUCTS
27	PRINTING, PUBLISHING
28	CHEMICALS, ALLIED PRODUCTS
29	PETROLEUM REFINING INDUSTRY
30	RUBBER AND PLASTICS
31	LEATHER PRODUCTS
32	STONE CLAY, GLASS
33	PRIMARY METAL INDUSTRY
34	FABRICATED METAL
35	MACHINERY ELECTRIC
36	ELECTRICAL EQUIPMENT
37	TRANSPORTATION EQUIPMENT
38	INSTRUMENTS
39	MISCELLANEOUS MANUFACTURING
40	RAILROAD TRANSPORTATION
41	LOCAL PASSENGER TRANSPORTATION
42	TRUCKING AND WAREHOUSING
43	UNITED STATES POSTAL SERVICE
44	WATER TRANSPORTATION
45	AIR TRANSPORTATION
46	PIPE LINES AND NATURAL GAS
47	TRANSPORTATION SERVICES
48	COMMUNICATION
49	ELECTRICAL/GAS SANITATION SVC
50	WHOLESALE TRADE-DURABLE GOODS
51	WHOLESALE TRADE-NONDURABLE GOODS
52	BLDG MTLS/HARDWARE/GARDEN SUPPLY
53	GENERAL MERCHANDISE
54	FOOD STORES
55	AUTO DEALER SERVICE STATION
56	APPAREL ACCESSORY STORES
57	FURNITURE, HOME FURNISHINGS
58	EATING/DRINKING PLACES
59	MISCELLANEOUS RETAIL STORES
60	BANKING
61	CREDIT AGENCY AND BANK
62	SECURITIES/COMMODITY BROKERS SVC
63	INSURANCE CARRIERS
64	INSURANCE AGENTS, BROKERS
65	REAL ESTATE
66	COMBINED REAL ESTATE
67	HOLDING, REAL ESTATE INVESTMENT
70	HOTELS, PRESCRIPT LODGING
72	PERSONAL SERVICES
73	MISCELLANEOUS BUSINESS SERVICES
75	AUTO REPAIR SERVICES
76	MISCELLANEOUS REPAIR SERVICES
78	MOTION PICTURES
79	AMUSEMENT/RECREATION SERVICES
80	HEALTH SERVICES
81	LEGAL SERVICES
82	EDUCATIONAL SERVICES
83	SOCIAL SERVICES
84	MUSEUM/BOTANICAL/ZOO GARDENS
86	MEMBERSHIP ORGANIZATIONS
88	PRIVATE HOUSEHOLDS
89	MISCELLANEOUS SERVICES
91	EXEC/LEGISLATIVE/GENERAL GOVNT
92	JUSTICE PUBLIC SAFETY
93	PUBLIC FIN TAX, MONEY
95	ADM OF ENVIRONMENT AND HOUSING
96	ADM OF ECONOMIC PROGRAMS
97	NATL SECURITY INTERNAL AFFAIRS
98	POST OFFICE BOXES
99	NONCLASSIFIABLE