



Addressing Services

Quick Tips

- All mailers require a 1.5 inch by 3 inch white address block for addressing purposes.
- All mail pieces need a Return Address that is affiliated with The Ohio State University in order to use the Non-Profit permit 711.
- All A-6 and A-7 envelopes need a square flap (A-style not business announcement style).
- Booklet style envelopes are preferred for 9x12 or larger.
- Self-mailers require the fold at the bottom of the piece.
- Excel or Comma Delimited Files are the preferred database format.
- We do offer some campus mailing lists (All campus, Faculty, Staff) for departments to use for mailings but recommend you talk to your HR representative to generate a more specific mailing list.
- All mail pieces require the proper indicia, unless going to campus mail; contact addressing services for more information.
- If you have any questions or concerns about mailing requirements please call 292-4115 to avoid any complications with mailing your job.