The University of Montana Return Address Format

The following are the minimum requirements for a return address so that Campus Mail Services can deliver to campus organizations once the mail arrives on campus.

MINIMUM RETURN ADDRESS REQUIREMENTS

- The first line should contain The University of Montana Logo.
- The return address must contain an organization name and an index in parenthesis and should be the next line when using the format below.
- A campus delivery address is required on the next line and might contain a room number, building name or number and, in some cases, a street name. Some offices may wish to use 32 Campus Dr as their return address to facilitate delivery by off-campus freight carriers.
- The final required line is the City and State plus the ZIP + 4 Code. The last four digits of the ZIP Code is your mail stop number. Campus Mail Services assigns this number.

This is an example of Facilities Services minimum address requirements:

(Envelope)

DEPARTMENT NAME (MPPZ01)
123 PHYSICAL PLANT
MISSOULA MT 59812-9360
The following information is the preferred return address format which the U.S. Postal Service and various couriers prefer and gives your return mail the highest probability of making it to campus.

**PREFERRED RETURN ADDRESS ELEMENTS**

- A bar code of the Banner Index number should appear at the top edge of the envelope that does not go beyond the first 50% of the envelope (from left to right).
- The first line of the return address should contain The University of Montana logo.
- The title and or name is an optional line.
- An organization name needs to appear along with a charge number or Banner Index number on the same line. The charge number can be written in after the envelopes have been printed.
- The next line should contain the department or organizations actual physical location.
- Then the delivery address and mail stop number.
- The last line should be the City, State and ZIP + 4 (the + four is the mail stop number of the department).

This is an example of the preferred Facilities Services address requirements:

```
DIRECTOR/DEAN/CHAIR – JOHN SMITH                                      (Envelope)
DEPARTMENT NAME (MPPZ01)                                                
PHYSICAL PLANT RM 123                                                   
32 CAMPUS DR STOP 9360                                                 
MISSOULA MT 59812-9360                                                 

BUSINESS REPLY PREPRINTED ENVELOPES
```
All of the previous discussion about return addresses does not apply to the pre printed business reply envelopes which Printing Services provides to campus departments. This address format has been worked out with the U.S. Postal Service and Printing Services manages that format.