

## **STANDARDIZATION FORMAT PAGE**

The standards required herein are primarily Postal Addressing Standards (Publication No. 28, U.S. Postal Service.) These standards are required in order to appropriately file the information in an electronic format and to avoid misidentification of any information provided. Please contact the U.S. Postal Service for a copy of the Postal Addressing Standards.

Microsoft Excel or other business spreadsheet applications are acceptable.

Please provide complete names and addresses.

When using abbreviations, consult the Postal Addressing Standards, Appendix G for common business word abbreviations.