



Dear Mail Services Customer,

USPS Zip Code and Address Format Instructions (Effective Immediately):

The correct way of addressing the mail piece is critical in accurate and timely delivery of mail. Following are the instructions that we have received from USPS regarding the address format and use of zip code.

- Use the word "UCSF" in the first line of the address.
- There should not be any mention of UCSF's internal box number/mailcode in the last two lines of the address format.
- Do not use +4 in front of the zip code as our internal box number/mailcode.
- All departments should use 94143 as the zip code, regardless of their location.

Following is a sample address format:

UCSF
Jane Doe
Department Name, Box 5555
550 16th St., Floor 4
San Francisco, CA 94143

According to the USPS, utilization of this format will assist timely delivery of your mail.

Other Friendly Reminders:

- *Please remind your correspondents to remember to place your department's box number/mailcode, next to your department name.*
- *Make sure that in the global directory, your employees' names are associated to the correct box number/mailcode. Our automated sorting system read the name in the database and forward mail to the box number/mailcode in the global directory.*
- *Remember to place your department's franking number on your outgoing mail.*

Feel free to contact us at dsadmin@ucsf.edu with any questions.

Thank you for your cooperation.

Distribution, Storage & Mail
Supply Chain Management