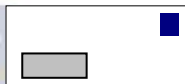


Ireland

Position of the address on the envelope

Bottom left-hand corner



Alignment of address lines

Left-aligned



Address format

A standard address is in the following format:

- line 1: name of addressee;
- line 2: name of organization;
- line 3: house number, or name if house has no number, and street name, if applicable;
- line 4: name of locality;
- line 5: name of postal town and district for Dublin, if any;
- line 6: name of county (unless identical to name of town);
- line 7: name of country.

The following rules should be followed when writing the address:

- avoid punctuation marks, underlining and handwritten addresses;
- the recommended character font is Arial (black text on white ground); however, Century, CourierLetter Gothic and Helvetica may also be used;
- 11, 12 or 13 point fonts are preferred, with a tone value of 10, 11 or 12;
- the address lines should ideally be 3 mm apart, up to a maximum spacing of 4 mm;
- all characters should be of the same size and style;
- there should be no more than 32 characters per line, not counting spaces;
- any empty lines are deleted.

Return address

All mail must include the sender's address. These rules should be observed:

- the sender's address should appear on the front upper left-hand corner of the envelope;
- the address should be placed next to and not below the postmark;
- no line should exceed 80 mm in length.

Examples

Ms M Sullivan
12 Morehampton Road
DUBLIN 4
IRELAND

Mr J Murphy
ABC Company Limited
1 Dublin Road
Portlaoise
CO LAOIS
IRELAND

Mr B Smyth
20 Rock Road
Blackrock
CO DUBLIN
IRELAND

Contact

An Post
International Letter Post
Dublin Mail Center
Knockmitten Rd
DUBLIN 12
IRELAND

Tel: (+353 1) 705 97 83
Fax: (+353 1) 705 07 63

Website

<http://www.anpost.ie/www.anpost.ie>