

Switzerland

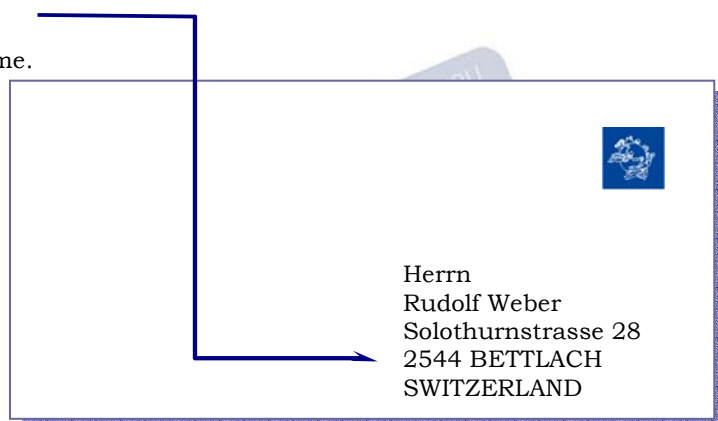
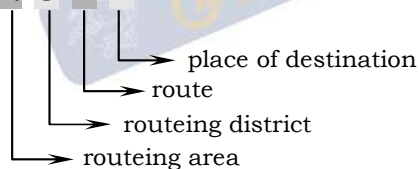
Postcode

Postcode type and position

4 digits to the left of locality name.

Coding method

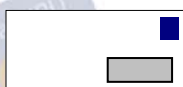
2 5 4 4



Herrn
Rudolf Weber
Solothurnstrasse 28
2544 BETTLACH
SWITZERLAND

Position of the address on the envelope

Bottom
right-hand
corner



Alignment of address lines

Left-
aligned



Address format

In a P.O. box address, it is important to specify exactly the post office where the box is located (see examples). The P.O. box address should mention the box number.

Recommendations concerning fonts:

- height of characters: between 2 and 7 mm;
- space between address lines: at least 1 mm;
- pitch: between 6 and 12 characters per inch;
- space between characters: at least 0.4 mm (for whole height);
- matrix characters are permitted provided they consist of a large number of dots arranged very close together;
- proportionally spaced print is machine-processable.

When a locality name is not unique, the abbreviated name of the canton should be added afterwards (see examples).

List of cantons and their abbreviations

AG Aargau
AR Appenzell AusserRhoden
AI Appenzell Inner-Rhoden
BL Basel-Landschaft
BS Basel-Stadt
BE Bern
FR Fribourg
GE Geneva
GL Glarus
GR Graubunden
JU Jura
LU Luzern
NE Neuchâtel

NW Nidwalden
OW Obwalden
SG Sankt Gallen
SH Schaffhausen
SZ Schwyz
SO Solothurn
TG Thurgau
TI Ticino
UR Uri
VS Valais
VD Vaud
ZG Zug
ZH Zürich

Examples

Herrn
Rudolf Weber
Solothurnstrasse 28
2544 BETTLACH
SWITZERLAND

Sandoz SA
Rue de Bourgogne 5
Case postale 12
1211 GENEVA 6
SWITZERLAND

*name of addressee
street name and number
postcode + name of town*

*name of addressee
street name and number
P.O. Box + number
postcode + name of town + post office number*

Switzerland (cont.)

Examples (cont.)

Monsieur
Fernand Genoud
Rue du Marché 8
1556 CERNIAZ VD
SWITZERLAND

name of addressee
street name and number
postcode + name of town + canton abbreviation

Contact

Die Schweizerische Post
PostMail
Produkt Management
Viktoriastrasse 21
3030 BERNE
SWITZERLAND

Tel: (+41 31) 338 15 49
Fax: (+41 31) 338 53 59

Website

www.poste.ch

☑ 03/2005

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