



Postal Address Guide

The address format for the letters submitted to the Bing Service should conform with Australia Post standard addressing guidelines. Correct addressing will ensure efficient processing and delivery of your letters. If an address is not properly formatted, Bing Technologies will attempt to reformat the address. This may delay the processing.

The following shows how to correctly address your letters to ensure they are processed without delay.

DOMESTIC ADDRESS FORMAT	INTERNATIONAL ADDRESS FORMAT
<p>Format</p> <pre><NAME> <STREET ADDRESS> <SUBURB> <STATE> <POSTCODE></pre>	<p>Format</p> <pre><NAME> <STREET ADDRESS> <CITY/TOWN> <POST/ZIP CODE> <COUNTRY></pre>
<p>Example</p> <pre>Mr. John Citizen 555 Main Street SYDNEY NSW 2001</pre>	<p>Example</p> <pre>Mr. John Citizen 13001 Yonge Street TORONTO ONT L4E 1A6 CANADA</pre> <p>Note: For some Countries the Post/Zip Code precedes the name of the City or Town. Please confirm the correct format for the destination Country before submitting.</p>

- › **Maximum length of lines – 64 characters**
Including the spaces between words
- › **Maximum number of lines – 6 per address**
- › **Guidelines** – for quicker processing

The last line of the address for domestic mail should **only** contain the *suburb*, the *state* and the *post code*.

The last line of the address for international mail should **only** contain the unabbreviated *country name*.

For additional details please refer to the Address Presentation Standards from Australia Post. [Click here to download.](#)