

ENSURE YOUR ADDRESS DETAILS ARE CORRECT

By addressing your letters correctly, you ensure that they are delivered to the recipient on time.

Important information for correct addressing

- The address must always be complete and the recipient's name clearly stated to avoid mix-ups.
- Company names, first names and last names must be written in full whenever possible.
- The address must contain the full official street name and the house number. It must always contain the postcode and location.
- If the recipient has a P.O. Box number, it must also be included.

Examples of private addresses

Mr
Hans Schweizer
Gerechtigkeitsgasse 10
3011 Berne

Home address with street name and house number

Mr
Erich Müller
Bahnhofstrasse 4/8
8001 Zurich

Home address with house number and floor number In this example, the number "8" is the house number or floor number.

Mr
Lukas Meier
Oltenstrasse 50A
4702 Oensingen
Switzerland

Address with street and house number plus additional information

Ms
Susi Frei
c/o Hans Schweizer
Gerechtigkeitsgasse 10
3011 Berne

Address of a tenant or guest

Examples of business addresses

Müller Ltd
Zollikerstrasse 788
8008 Zurich

Business address only

Müller Ltd
Mr R. Bürki
Zollikerstrasse 788
8008 Zurich

Address for the attention of a specific person

Examples of P.O. Box addresses

To ensure that consignments are delivered quickly to the correct P.O. Box number, the words "P.O. Box" must always appear on the second last line of the address, and the last line must state the postcode and location, as well as any additional numbers indicating the location of the P.O. Box. In this way, you avoid delays in delivery.

Schweizer Ltd
P.O. Box
3000 Berne 8
Switzerland

Example of correct addressing

Meier AG
Mühlegasse 15, Bolligen
P.O. Box
3000 Berne 8

P.O. Box address with reference to a domicile address

Example of poste restante items

Write the first and last names out in full and add the words "Poste restante" above the street/house number, postcode and location of the post office. If you send letters with a proof of delivery request to a poste restante address, the recipient must be clearly stated.

Mr
Erich Müller
Poste restante
Wahlendorfstrasse 10
3045 Meikirch

Important: In order for poste restante consignments to be available at the relevant collection post office in accordance with our range of services, they need to be correctly addressed. The "Locations and Opening Hours" online service at www.swisspost.ch lists the correct addresses for all post offices from which collections may be made.

Examples of armed forces addresses

A correct armed forces address contains the military rank, first name, last name as well as the exact name of the unit, the school or course where military service is being completed. The remark "Military" together with the five-digit military postcode appears on the last line of the address.

Sdt Hans Meier
Inf Kp 13/1
Militär 61114

If the member of the armed forces is stationed in barracks (e.g. for military training), then instead of the remark "Military" and the five-digit military postcode, use the remark "Barracks" together with the postcode and location.

Rekr Erich Müller
Pz RS 23-1
Kp 2, Zug 1
Barracks
3609 Thun

Information on correct addressing and all military postcodes can be obtained from "Büro Schweiz" (military information service): Tel.: 031 381 25 25.

Correct franking

A Mail is quick, efficient and is highly regarded. In order to facilitate quick and secure processing, please label the envelope with an "A" or "Priority" beneath the stamp.

Roland Däppen
Büschiackerstr. 11
3098 Schliern



A

Mr
Thomas Perler
Bahnhofstrasse 27
8200 Schaffhausen

B Mail is inexpensive and is delivered to the recipient within two to three working days. No special labeling is required. Stamps to the value of CHF 0.85 are sufficient for on-time delivery.

Heinz Müller
Zürcherstrasse 74
8500 Frauenfeld



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Susanne Neukomm
Nelkenstrasse 3
4052 Basel

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