

354 **Special Characters**

“Remove special characters, multiple blanks, and punctuation in order as listed below.”

| Special Characters | |
|---------------------------|---|
| | Double spaces/blanks change to single space or blank, except between state abbreviations and ZIP Codes or ZIP+4 Codes. |
| * | Asterisks, except in the Optional Endorsement Line |
| , | Commas |
| . | Periods |
| () | Parentheses |
| " " | Quotations |
| : | Colons |
| ; | Semicolons |
| ' | Apostrophes |
| - | Hyphens, except in the ZIP+4 Code and in the primary number used in the Delivery Address Line. Spaces before and after the hyphen or slashes (/) should be removed from the address or firm line. |
| @ | At |
| & | Ampersand |

***MS MILDRED DOE
“PROFESSIONAL ENGINEER”
(MAIN OFFICE)
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE-209
KRYTON, TN 38188-0002**

Acceptable

**MS MILDRED DOE
PROFESSIONAL ENGINEER
MAIN OFFICE
BIG BUSINESS INCORPORATED
12 E BUSINESS LN STE 209
KRYTON TN 38188-0002**

Preferred

**JOHN SMITH
PIZZA DELIVERY COMPANY
61-20 E RIVER DR
NEW YORK, NY 10021-0905**

Acceptable

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61-20 E RIVER DR
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Preferred