



**A & A Mailing, Lists
& Graphic Services
2118 Shafer Drive
Fitchburg WI 53711-4365**

Proper Data Entry & Abbreviations

MOST "ALPHA" LETTERED ROADS in Wisconsin are "COUNTY ROAD"; not city b, hwy or tk b, and **must be spelled out**.

MOST NUMBERED ROADS in Wisconsin are "STATE ROAD" **except** US Highways such as 1, 12, 18, 49, 39, 51, 151, or any other US Highways you know, and **must be spelled out**.

The computer can only think logically, so in street addresses you need to spell the street names out. Example: ST. means street not Saint as in Saint Louis Ave. ALL cities must be spelled out. Also, Mount cannot be abbreviated as MT because the computer reads MT MONTANA.

A lot of County Roads & State Roads use latitude & longitude numbers. There **should not** be any spaces in the numbers or letters. (**wrong** W123 N 123, **right** W123N123).

Do not put 2 addresses in the same field; make address1, address2 and address 3, if needed.

City, State and Zip should be in their own fields.

Keep all fields the same, i.e., keep 'company' in the same field, 'names' in the same field, etc.

Do not use any punctuation in the data mailing fields. (**Don't do this:** William "Bill" Smith 1950 D'onofrio Dr. **Do this** William Bill Smith 1950 Donofrio Dr.)

Standard Address Abbreviation

Standard Address Abbreviations			
North	N	Northeast	NE
East	E	Southeast	SE
South	S	Southwest	SW
West	W	Northwest	NW

Secondary Address Unit Indicators			
Apartment	APT	Suite	STE
Building	BLDG	Room	RM
Floor	FL	Department	DEPT

Street Designators (Suffixes)							
Alley	ALY	Estates	EST	Lakes	LKS	Ridge	RDG
Annex	ANX	Expressway	EXPY	Landing	LNDG	River	RIV
Arcade	ARC	Extension	EXT	Lane	LN	Road	RD
Avenue	AVE	Fall	FALL	Light	LGT	Row	ROW
Bayou	BYU	Falls	FLS	Loaf	LF	Run	RUN
Beach	BCH	Ferry	FRY	Locks	LCKS	Shoal	SHL
Bend	BND	Field	FLD	Lodge	LDG	Shoals	SHLS
Bluff	BLF	Fields	FLDS	Loop	LOOP	Shore	SHR
Bottom	BTM	Flats	FLT	Mall	MALL	Shores	SHRS
Boulevard	BLVD	Ford	FOR	Manor	MNR	Spring	SPG
Branch	BR	Forest	FRST	Meadows	MDWS	Springs	SPGS
Bridge	BRG	Forge	FGR	Mill	ML	Spur	SPUR
Brook	BRK	Fork	FORK	Mills	MLS	Square	SQ
Burg	BG	Forks	FRKS	Mission	MSN	Station	STA
Bypass	BYP	Fort	FT	Mount	MT	Stravenues	STRA
Camp	CP	Freeway	FWY	Mountain	MTN	Stream	STRM
Canyon	CYN	Gardens	GDNS	Neck	NCK	Street	ST
Cape	CPE	Gateway	GTWY	Orchard	ORCH	Summit	SMT
Causeway	CSWY	Glen	GLN	Oval	OVAL	Terrace	TER

Center	CTR	Green	GN	Park	PARK	Trace	TRCE
Circle	CIR	Grove	GRV	Parkway	PKY	Track	TRAK
Cliffs	CLFS	Harbor	HBR	Pass	PASS	Trail	TRL
Club	CLB	Haven	HVN	Path	PATH	Trailer	TRLR
Corner	COR	Heights	HTS	Pike	PIKE	Tunnel	TUNL
Corners	CORS	Highway	HWY	Pines	PNES	Turnpike	TPKE
Course	CRSE	Hill	HL	Place	PL	Union	UN
Court	CT	Hills	HLS	Plain	PLN	Valley	VLY
Courts	CTS	Hollow	HOLW	Plains	PLNS	Viaduct	VIA
Cove	CV	Inlet	INLT	Plaza	PLZ	View	VW
Creek	CRK	Island	IS	Point	PT	Village	VLG
Crescent	CRES	Islands	ISS	Port	PRT	Ville	VL
Crossing	XING	Isle	ISLE	Prairie	PR	Vista	VIS
Dale	DL	Junction	JCT	Radial	RADL	Walk	WALK
Dam	DM	Key	KY	Ranch	RNCH	Way	WAY
Divide	DV	Knolls	KNLS	Rapids	RPDS	Wells	WLS
Drive	DR	Lake	LK	Rest	RST		