

INTERNATIONAL STANDARD

ISO 11180

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Postal addressing

Adressage postal



Reference number
ISO 11180:1993(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 11180 was prepared by a joint ISO-UPU (Universal Postal Union) working group and was adopted, under a special "fast-track procedure", by Technical Committee ISO/TC 154, *Documents and data elements in administration, commerce and industry* in parallel with its approval by the ISO member bodies.

Annexes A and B of this International Standard are for information only.

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Postal addressing

1 Scope

This International Standard specifies the maximum dimensions of the postal address and its locations on forms complying with ISO 8439 and is designed to standardize its presentation and structure.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 216:1975, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series.*

ISO 269:1985, *Correspondence envelopes — Designation and sizes.*

ISO 353:1975, *Processed writing paper and certain classes of printed matter — Method of expression of dimensions.*

ISO 3535:1977, *Forms design sheet and layout chart.*

ISO 4882:1979, *Office machines and data processing equipment — Line spacings and character spacings.*

ISO 7372:1986, *Trade data interchange — Trade data elements directory (Endorsement of UNECE/TDED, sections 1,2,3,4 and 9).*

ISO 8439:1990, *Forms design — Basic layout.*

UPU:1989, *Convention of the Universal Postal Union. Detailed Regulations of the UPU Convention.*

3 Definitions

For the purposes of this International Standard, the following definitions apply.

3.1 postal address: Set of precise and complete information on the basis of which an item can be forwarded and delivered to the addressee without searching and without there being any doubt.

3.2 address field: On forms, field reserved for entry of one or two postal addresses.

3.3 address zone: Rectangular zone, in the address field, giving the maximum area within which the postal address may be written.

3.4 address block: Rectangular block formed by the postal address.

3.5 address element: Information unit considered to be indivisible, in the context of the postal address.

3.6 address structure: The combination of the elements of the postal address.

4 General rules

4.1 This International Standard defines the dimensions and locations of the address fields on forms designed in accordance with

— ISO 216 and ISO 353 as regards the use of the principal trimmed formats (A4 and A5 L);

— ISO 3535:1977, annex A, as regards the drawing up of printed matter on an A4 format "forms design sheet";