



Help Desk - Moose International

E-Mail: Helpdesk@Mooseintl.org

Bulk E-mail 12-22-08 Address in LCL.Net, MI Holiday Hours, Special Events Coverage Reminder

Entering Address in LCL.Net

As the United States Postal Service continues to utilize increasing levels of automation in the delivery of mail, it becomes more important for us to ensure we are complying with the Postal Service's guidelines for proper addressing. Failure to enter properly formatted addresses in LCL.Net can, and has, result in mail with an accurate, but incorrectly formatted address, to go undelivered. Below are a few simple guidelines to start with. In the future, you will receive additional information on the proper entry of addresses into LCL.Net to conform with USPS requirements.

- * Do not use commas or periods. Omit periods, commas, and apostrophes to separate the city, state and ZIP Codes, because optical scanners and bar code sorters work better when they don't have to read punctuation.
- * Use standard abbreviations, such as ST for street and DR for drive.
- * Always provide apartment and suite numbers adjacent to the street address on the same line - never below.
- * Always use correct ZIP Codes or the correct ZIP+4, if known.

Moose International Holiday Hours

To allow our employees to spend time with their families during this Holiday Season, the offices of Moose International will be closed on December 25th through December 28th. The offices will be reopen on December 29th, and then close again on January 1st through January 4th of 2009. We will resume normal days and hours of operations on Monday, January 5, 2009.

From all of us, to all of you, Have a Safe and Happy Holiday Season!

Special Events Coverage Reminder

With the upcoming office closures, if you are not certain whether Special Events Coverage is required for your Lodge's Holiday Season bookings, please promptly contact our Legal and Risk Management staff at (630) 859-2000 x6637.

Helpdesk@mooseintl.org

630-906-3658