VM3COP20.76 How to Layout Customer Addresses for Mailings

Please use the following layout when sending mailings to customers.

Should you be using a template from Goldmine, the layout has already been set out for you, only amend if you need to reduce the height of the layout. The persons name must be on the top line if present.

Full Name
Job Title
Department
Company
Street Address 1
Town
City
County
Postcode