

LIST OF CREDITORS SPECIFICATIONS

- Margins (top, bottom, left, right) should be at least 1 inch.
- Each creditor must be separated by at least one blank line.
- Do not include page numbers, headers, footers, etc.
- All entries should conform to the style conventions stated below.
- The name and address of each creditor must be five (5) lines or less.
- The “name” line may contain no more than 50 characters including blank spaces.
- Each address line may contain no more than 40 characters including blank spaces.
- Names and addresses should be left justified (flush against the left margin, no leading spaces).
- Account numbers or “attention” lines should be placed on the second line of the name/address.
- City, state, and ZIP code must be on the last line.
- There *must be* a comma placed immediately after the city name. (ex: Midland, TX)
- All states must be the two-letter U.S. Postal Code abbreviations.
- Nine-digit ZIP codes must be typed with hyphen separating the two groups of digits.

STYLE CONVENTIONS FOR NAMES AND ADDRESSES ON MATRICES

Use upper and lower case for all names and capitalize the first letter in a proper noun.

Wallace D. Smith

United Services Fidelity and Guaranty

Use punctuation and single spacing between all names and following initials and periods.

J. J. Jones

Smith, Inc.

C. W. Bradford, Ltd.

When typing names that have upper and lower case letters or hyphens, do not insert spaces.

Larry DeLaGarza

Kathleen O’Brien

Connie McFarland

Patrick MacDougal

Mary Smith-Baker

D’Amberly Stevens

Abbreviate post office addresses without a space between the P and O.

P.O. Box 1359

P.O. Drawer 34321

Use digits for numbers in addresses.

3224 East 26th Street

456 6th Avenue

1 Valley Plaza

When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention. If the address contains an apartment number or suite number, you may use the # sign in place of the word number or suite. Use c/o to indicate "In Care Of".

Arthur Andersen and Associates
Attention: Terri Brooks
John Hancock Building, #2600
Chicago, IL 60604

Manuel Ortega, Jr.
c/o Manuel Ortega, Sr.
6612 East 6th Street
El Paso, TX 79901-6612

In general it is best to type out the entire name of the street designator. When it's necessary to abbreviate, use the following:

Avenue - - - - Ave.

Road - - - - -

Rd. Interstate Highway - - - - I.H.

Boulevard - - - Blvd.

Street- - - - -

St.

Lane - - - - - Ln.

Highway - - - Hwy.

Foreign addresses must have the full name of the post office and country of destination printed in capital letters. The country name or APO destination must be the only information on the bottom line of the address.

Alfonso Diaz
Rio de Danubec y Rio Florido
CD. JUAREZ, CHIHUAHUA
MEXICO #1050

Sgt. John Smith
C Company 237 Armor
Unit #21103, Box 512
APO, AE 09014