

## Print Layout for Addresses

The chart below indicates how information in each field is printed.

Field Name	Comments	Examples
<i>Title</i>	The first line of <b>both</b> the ship to and invoice to addresses	<i>University of Tennessee</i>
<i>Name</i>	The second line of <b>both</b> the ship to and invoice to addresses.	Walker Teacher Resource Center
<i>C/O</i>	May be left blank	
Possible Formats:	<p>Laura Murphy</p> <p>Laura Murphy/</p> <p>Laura Murphy/Marcus Myers</p> <p>/Marcus Myers</p>	<p>Will print on both <b>ship to</b> and <b>invoice to</b></p> <p>Will print on only <b>ship to</b></p> <p>Laura will print on <b>ship to</b> only Marcus will print on <b>invoice to</b> only</p> <p>Will print on only <b>invoice to</b></p>
<i>Street/House Number</i>	third line of <b>ship to</b> address	321 Lupton Library
<i>Street 2</i>	fourth line of the <b>ship to</b> address	615 McCallie Avenue
<i>Postal code/City</i>	zip code and city for <b>ship to</b> address	37403
<i>Country</i>	Country, should be US	US
<i>Region</i>	State two character abbreviation (e.g., TN)	TN
<i>Street 3</i>	third line of <b>invoice to</b> address	Dept. 4354
<i>Street 4</i>	fourth line of <b>invoice to</b> address	615 McCallie Avenue
<i>Street 5</i>	City, state, zip code for <b>invoice to</b> address	Chattanooga, TN 37403