

# Qatar

|  |                          |   |                                   |              |   |
|--|--------------------------|---|-----------------------------------|--------------|---|
| <b>Position of the address on the envelope</b> | Bottom right-hand corner |  | <b>Alignment of address lines</b> | Left-aligned |  |
|--|--------------------------|---|-----------------------------------|--------------|---|

**Address format** Mail delivery is achieved through PO boxes. Address information should be laid out on at least 3 lines with a maximum of 5 lines. Space around the address should be left clear from colours and frames. Water mark background, dark or colored envelopes as well as staples or metal object on envelopes should be avoided. PO Box, City and country name should be written in English.

|                |  |  |
|----------------|--|--|
| <b>Example</b> | Mr. Abdullah Al Muraikhi<br>PO. Box. 3263<br>DOHA<br>QATAR   | addressee<br>PO Box number<br>locality name<br>country name                      |
|                | Company ABC<br>M. Chairman<br>PO Box 123456<br>DOHA<br>QATAR | company name<br>addressee name<br>PO Box number<br>locality name<br>country name |

|                |  |  |
|----------------|--|--|
| <b>Contact</b> | Q-Post, General Postal Corporation<br>Quality Management Center<br>PO Box 25250<br>DOHA<br>QATAR | Tel: (+974) 4464 000<br>Fax: (+974) 4835 115<br>E-mail: <a href="mailto:quality@qatarposts.com">quality@qatarposts.com</a> |
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**Website** <http://www.qpost.com.qa/>

