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TERMS & CONDITIONS- SUPPLEMENTARY SORTING

Supplementary sorting

Distributions shall, when delivered to CityMail, have been sorted in ascending postcode order for all five (5) digits of the postcode. Sorting of files shall, within each 5-digit postcode area, be sorted by street name and building number in accordance with the below.

- **Street name.** Shall be sorted alphabetically from A to Ö. Abbreviations, prefixes and suffixes are to be taken into consideration. E.g. G:a Brunnsv. and Gamla Brunnsvägen are the same address and are to be treated as being identical addresses in the sorting order (see below).
- **Building number.** Same street addresses are to be sorted, odd numbers followed by even numbers
 - Odd number sorting, from high to low numbers e.g. 101-1
 - Even number sorting, from low to high numbers e.g. 2-100
- **Entrance numbers/letters.** Building numbers are to be sorted by any entrance numbers/letters. E.g. 100 A before 100 B and 101 B before 101 A.
- **Dwelling numbers.** Dwelling numbers shall be sorted in ascending number order for each entrance number/letter. E.g. 0901, 0902, 1001, 1002. If an address does not have a dwelling number, sort these last for each entrance number/letters.

Prefix and Suffix

Abbreviations, prefixes and suffixes are to be taken into consideration in the sorting of street names. Sorting is to be carried out as if the street name was printed in accordance with the table below.

Prefix

Prefix ¹	Shall be equivalent with sorting of
G:a	- Gamla
G	- Gamla
S:t	- Sankt
S:ta	- Sankta
S:te	- Sankte
St	- Stora
L:a	- Lilla
S:a	- Södra
S	- Södra
N:a	- Norra
N	- Norra
V:a	- Västra
V	- Västra
Ö:a	- Östra
Ö	- Östra

Dwelling numbers

Note that the dwelling number may be preceded by e.g. Lgh, lgh, LGH, etc, or simply a space. Sorting is to be done according to the number, without consideration for the dwelling number's prefix.

Suffix

Suffix	Equivalent with sorting of
g.	- gatan
g	- gatan
v.	- vägen
v	- vägen

Example

Gamla Kungsgatan = G: a Kungsg.



Example of correct sorting order:	
1	G:a Kungsgatan 5B
2	G Kungsgatan 5A
3	Gamla Kungsgatan 3 1001
4	Gamla Kungsgatan 3 lgh 1002
5	Gamla Kungsg. 1
6	G Kungsgatan 6A
7	G:a Kungsg 6B
8	Gamla Kungsg. 8 lgh 1001
9	Gamla Kungsg.8
10	Gamla Kungsgatan 10

¹ only when followed by a "space"