

**Time**

am (no periods, all lower case letters)

pm

7 am (not 7:00 am)

7:30 am

7:30 am – 1 pm

7:30 – 11 am (if both are am, only list am after the second hour)

**Days of Week (no periods)**

Sun

Mon

Tues

Wed

Thurs

Fri

Sat

*Example* Mon - Thurs 9 am - 5:30 pm; Fri - Sat 9 am - 7:30 pm; Sun 11 am - 4 pm

**Months, Year, Dates (no periods)**

Jan

Feb

March

Apr

May

June

July

Aug

Sept

Oct

Nov

Dec

May – Oct

May 4, 2010

**Address Abbreviations (no periods)**

St

Ave

Rd

Dr

Ln

Hwy

N

S

E

W

PO Box

Minnesota (spell Minnesota out completely as this helps with website Search Engine Optimization)

mi (small m and small i for mile(s))

**Phone Number (use dashes, no ( ) parentheses)**

507-467-2696; 800-944-2670

separate 2 phone numbers with a ; semicolon

**Money**

\$25

\$25.50

\$110-185