

How to Enter Your Address into the Large Item Work Order Form

Sample address: 1501 West Badger Road

* House No.:

Enter the house number here.
This field is required.

Direction:

Only use this if a direction is part of your address. The sample is **1501 West Badger Road**, so you need to enter **W** into this box for **West**.
Leave this box blank if your address does not have a direction modifier.

* Street Name:

In the sample, the Street Name is only **Badger**.
Do not include Road or Rd in this box.
For your address, do not put St., Ave., Blvd., Ct. and so on in this box.
This field is required.

Street Type:

In the sample, **Road** is the Street Type. You would choose **RD** as that is the abbreviation.
For your address, this is where you can enter the Ave., St., etc.
This box is also optional. The form will work without this filled out.

Unit No.:

Enter your apartment or unit number here. Leave blank if that does not apply to your home.

Still can't get the form to work? Please contact us at either 608-266-4681 or 608-246-4532. Our office is open 7:30am to 4:00pm Monday to Friday.

The advice above should work for most addresses of Madison. However, there are some streets that don't follow the usual naming conventions (*Branford Lane East*, for example), and there are some that could be difficult to figure out (*East Hill Parkway*, for example: the whole Street Name is actually *East Hill* and you do not enter a Direction). So please call us if you're having a hard time with this. We're happy to help.