

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

Address used in the example below: **1501 West Badger Road.**

The form consists of the following fields and callouts:

- * Street No.:** A text input field containing "1501". A blue callout box says: "Enter your house number here."
- Direction:** A dropdown menu showing "W". A green callout box explains: "Only use if a direction is part of your address. In this example the address is '1501 West Badger Road'. This means you need to enter 'W' for 'West' in this box. If you do not have a direction as part of your address, leave this blank."
- * Street Name:** A text input field containing "Badger". A blue callout box explains: "For this example, the Street Name is just 'Badger.' Do not include 'Rd' or 'St' or 'Ave' or similar parts of your address in this field."
- Street Type:** A dropdown menu showing "RD". A green callout box explains: "This is where you enter the 'Rd' or 'Ave' or 'St' or similar parts of your mailing address. This field is optional."
- Unit No.:** An empty text input field. A green callout box says: "Enter your apartment or unit number here. Leave blank if this does not apply to your home."
- Buttons for "Validate" and "Clear" are located below the Unit No. field.

Still can't get the address to validate? That's okay.

There are many street names in Madison that do not follow the typical conventions, like **Trailsway, Court of Brixham,** and **Branford Lane East** to name a few. And there are others that where the address information in the database is different. For example, **East Hill Parkway,** the street name is actually **East Hill** and you do not enter the **E** as the Direction in the form.

Feel free to give us a call and we'll help.

If you live east of South Park Street, call 608-246-4532.

If you live west of South Park Street, call 608-266-4681.