

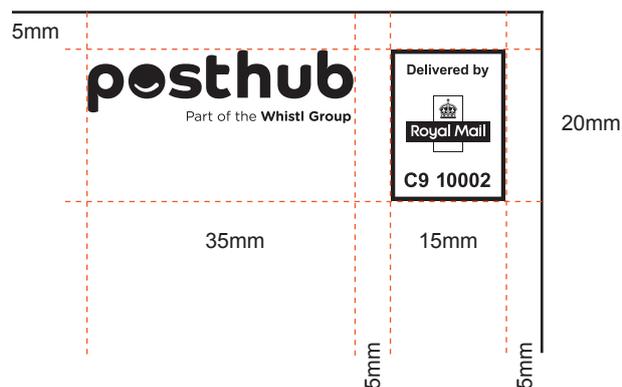
Mailing guidelines

1 – PPI / Indicia

- ☉ The PPI / Indicia is the same for Letter, Large Letter & also unsorted.
- ☉ If you have a very busy creative and are tight for space, then just remove the Posthub wording

Position of Indicia

Letter



Please make sure the delivered by box is 15mm wide x 20mm deep

5mm down from top and 5mm from right hand edge

Standard or reverse out - must be good contrast



Mailing guidelines

2 – Return Address

- A valid UK Return Address is mandatory, and must be positioned correctly either in the top left corner or in the centre of the flap on the reverse of the outer envelope
- The Return Address should be in either Letter Gothic or Lucida Console, 10-12p point size. Printed in a dark colour (preferably black) on a light background (preferably white)
- Layout should be Block format, left aligned, with no punctuation.

Return Address
Royal Mail
Rowland Hill House
Swindon
SN3 STQ



Letter Return Address Preferred - Back (Not to Scale)



Letter Return Address Front Landscape Example (Not to Scale)

Fonts to be used

Letter Gothic or Lucida Console font must be used for the whole return address and this must be printed using: 10 - 12pt

Mailing guidelines

3 – Delivery Address & Mailmark barcode

- ☉ The Mailmark barcode must be at least 3mm away from the Delivery Address, preferably below or to the left of the Delivery Address
- ☉ MDI (Mailer Defined Information) can be above or below the address block, preferably 5mm away from the Delivery Address block
- ☉ Please note the PPI & Delivery address must always be on the same side of the mailer, in the same orientation.



It is best practice to print a sequence number / mailsort selection code, and carrier bag ID.

The bag ID will appear on the printed tray labels also, so it helps you ensure the correct items go into the correct trays.



- ☉ For any specific requirements & checks, please e-mail the team at proofs@post-hub.co.uk or discuss with one of the team below :

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