



Royal Mail Mailmark[®] Large Letter template guide (MISC 1311, MISC 1312 and MISC1462)

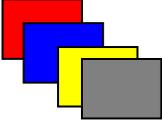
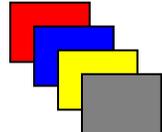
Effective from 4 January 2016
Version – 6.3

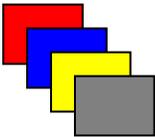
The purpose of this document is to provide a guide on the visual checks for both mandatory and recommended requirements which can be undertaken on machine readable Large Letters and has been divided into two sections, landscape and portrait. To make it as easy as possible to use, please refer to the index on the tool to show the checks required and then follow the checks in numerical order, this document indicates by means of a '✓' or a 'x' which check applies to which product.

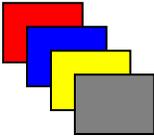
Full product specifications are available in the product user guides.

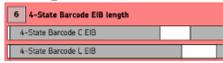
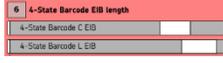
This guide is intended to be used with the Large Letter plastic templates MISC1311 and MISC 1312, and the Mailmark[™] Mailing Guide MISC1462. The Mailmark[™] Mailing Guide MISC1462 provides specific checks for the Mailmark[™] codes.

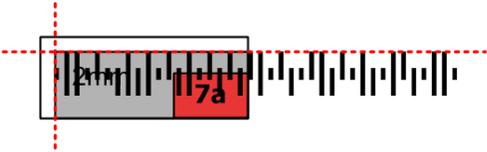
CHECK NUMBER Use LL guide 1311 unless otherwise indicated	LANDSCAPE ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
1. Length and Height of the mailpiece 	CHECKING THE MAXIMUM AND MINIMUM SIZE OF THE ITEM  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter in the bottom left (red) corner [1] of the tool. Check that the Large Letter touches or covers the lines at [1a] for minimum height & minimum length Large Letters. Check that the Large Letter does not exceed the maximum Large Letter size as marked in the top right corner of the tool. i.e. Beyond [3] / the ruler marks 	✓	✓
2. Flats Scan & Print area 	THIS IS A CHECK FOR CUSTOMERS TO USE WHEN DESIGNING CREATIVES. <ol style="list-style-type: none"> This is the area where either a code will be sprayed or, A label affixed & code sprayed onto that. <p>Please note: The barcode cannot fall within this area. Please refer to checks 6.1 and 6.2 and note that there are different requirements for paper and poly.</p>	✓	✓
3. Indicia Area 	CHECKING THE INDICIA & ITS CLEAR ZONES ARE IN THE CORRECT AREA <ol style="list-style-type: none"> Place the top right corner of the Large Letter into the top right (yellow) corner [3] Check that the whole of the Indicia (PPI etc) and its required Clear Zone are within the yellow Indicia Area. Check that there is no print, graphic, patterning, window material or any other marks in the area required for the Indicia and, where appropriate for the product, it's Clear Zone. 	✓	✓
5a. Maximum thickness all Large Letters (10mm) 	CHECKING THAT THE ITEM DOES NOT EXCEED MAXIMUM THICKNESS PERMITTED <ol style="list-style-type: none"> Place the tool on a desk so that the slot [5a] overhangs the desk. Hold the tool against the desk and slide the Large Letter into the slot [5a]. Mail that is too thick will not fit through the slot [5a]. <p>Please note:</p> <ol style="list-style-type: none"> that a Large Letter that goes through the slot with a little pull/push is acceptable provided that both the Large Letter and the print are undamaged same check applies for both Trayed & Untrayed mail items 	✓	✓

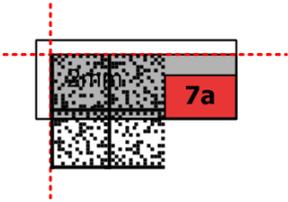
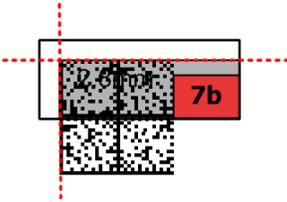
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6.1a PAPER - TRAYED Delivery Address Block and Window Area 	CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR TRAYED PAPER ENVELOPED MAILPIECES  <ul style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. Check that the Mailmark™ barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. Repeat the procedure for the blue corner of the Tool [2]. Repeat the procedure for corners [3] & [4] in turn. 	✓	✗
6.1a POLY - TRAYED Delivery Address Block and Window Area 	CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR TRAYED POLYMER / POLYWRAP MAILPIECES  <ol style="list-style-type: none"> Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. Check that the Mailmark™ barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b]. Repeat the procedure for the blue corner of the Tool [2]. Repeat the procedure for corners [3] & [4] in turn. 	✗	✓

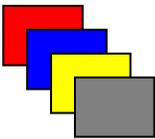
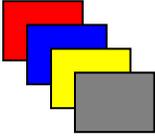
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		PAPER	POLY
<p>6.2a PAPER - UNTRAYED</p> <p>Delivery Address Block and Window Area</p> 	<p>CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR UNTRAYED PAPER ENVELOPED MAILPIECES</p> <p>Stage 1 - Check for the first potential Flats Tag Code Position</p>  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. Check that the Mailmark™ barcode is entirely within the pink Delivery Address Block & Window Area Repeat the procedure for the blue corner of the Tool [2]. Repeat the procedure for corners [3] & [4] in turn.  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <ol style="list-style-type: none"> Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1]. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. Repeat the procedure for the blue corner of the Tool [2]. Repeat the procedure for corners [3] & [4] in turn. 	✓	✗

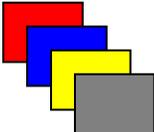
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<p>6.2a POLY - UNTRAYED</p> <p>Delivery Address Block and Window Area</p> 	<p>CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR UNTRAYED POLYMER / POLYWRAP ENVELOPED MAILPIECES</p> <p>a. Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert.</p>  <p>Stage 1 - Check for the first potential Flats Tag Code Position</p> <p>b. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>c. Check that the Mailmark™ barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>d. Repeat the procedure for the blue corner of the Tool [2].</p> <p>e. Repeat the procedure for corners [3] & 4] in turn.</p>  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <p>f. Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>g. Check that the Mailmark™ barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>h. Repeat the procedure for the blue corner of the Tool [2].</p> <p>i. Repeat the procedure for corners [3] & 4] in turn.</p>	<p>✘</p>	<p>✔</p>
<p>Use Ltr guide 1462</p> <p>5. 2-D Data Matrix Mailmark™ Size</p> 	<p>CHECKING THAT THE 2-D DATA MATRIX Mailmark™ IS THE CORRECT SIZE</p> <p>You are checking to confirm that the 2-D Data Matrix does not exceed the minimum and maximum acceptable sizes.</p> <ol style="list-style-type: none"> Select the relevant one of the three possible boxes for the 2-D Data Matrix used (Choose from Type 29, Type 7, or Type 9). Position the 2-D Data Matrix on the item in the bottom left corner of the appropriate 2-D Data Matrix box. <p>Check</p> <ol style="list-style-type: none"> That the code is either the same size as or extends beyond the inner box. This confirms that it is NOT below the minimum size allowed. That the code is the same size as or does not extend beyond the outer box. This confirms that it is NOT above the maximum size allowed. 	<p>✔</p>	<p>✔</p>

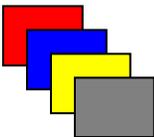
CHECK NUMBER Use LL guide 1311 unless otherwise indicated	LANDSCAPE ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
Use Ltr guide 1462 6a. 4-State Barcode Mailmark™ Length 	CHECKING THE BARCODE LENGTH IS ACCEPTABLE 1. If using a 4-State barcode C Mailmark™ (Contains 66 bars and used only by Network Access customers), place the first bar in the thin white gap in (marked ‘first bar position’) in the 4-State barcode C Mailmark™ box and use this as an ‘anchor’ for the barcode. a) Check to see if final bar falls within the white area of the box. 2. If using a 4-State barcode L Mailmark™ (78 bars and can be used by Retail & Network Access customers), place the first bar in the thin white gap in (marked ‘first bar position’) in the 4-State barcode L Mailmark™ box and use this as an ‘anchor’ for the barcode. a) Check to see if final bar falls within the white area of the box. <i>NB: if the final bar falls on the line between the grey and white area (on either side) for either Code this will be acceptable. But if the final bar falls within the grey area on either side of the white area, the barcode length is incorrect.</i>	✓	✓
Use Ltr guide 1462 6b. 4-State Barcode Mailmark™ Height 	CHECKING THE BARCODE HEIGHT IS ACCEPTABLE Place the first bar in the thin white gap in (marked ‘first bar position’) in the 4-State Barcode C or L Mailmark™ box as appropriate and ensure that the descender bars are aligned to the bottom line of the box. a) the top of the ascender bars should not extend beyond the top line of the box. <i>NB: if the bars fall outside of the box, the bars are too high and the barcode is NOT acceptable.</i>	✓	✓

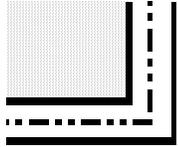
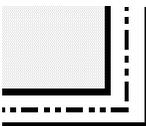
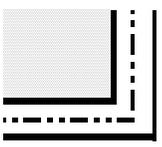
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Use Ltr guide 1462 7a. Mailmark™ Clear Zone - 4-State Mailmark™ 	<p>CHECKING THERE IS 2MM CLEAR ZONE AROUND THE 4-STATE Mailmark™</p> <ol style="list-style-type: none"> Tap the top and left of the envelope so the insert is aligned bottom and right with edge of envelope (where appropriate). Place the first bar of the Barcode inside the inner frame of the Barcode Clear Zone box [red 7a] and then move the barcode so it is aligned to the left inner line (illustrated in red in the example below) and the top inner line of the grey box as illustrated below. <div style="text-align: center;">  </div> <ol style="list-style-type: none"> Check there is no text, graphics, window edge or print of any kind within the left and top of the required clear border area. Ignore anything to the right of the Barcode and below the barcode. Tap the right and bottom of the envelope so the insert is aligned top and left with edge of envelope (where appropriate) then turn upside down. Place the last bar of the barcode inside the inner frame of the Barcode Clear Zone box [red 7a] then move barcode so it is aligned to the left and the top of the grey box as illustrated above. <ol style="list-style-type: none"> Check there is no text, graphics, window edge or print of any kind within the right and bottom of the required border clear area. Ignore anything to the right of the Barcode and below the barcode. 	✓	✓

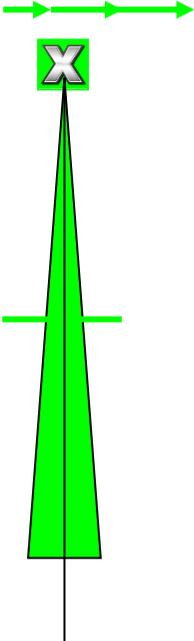
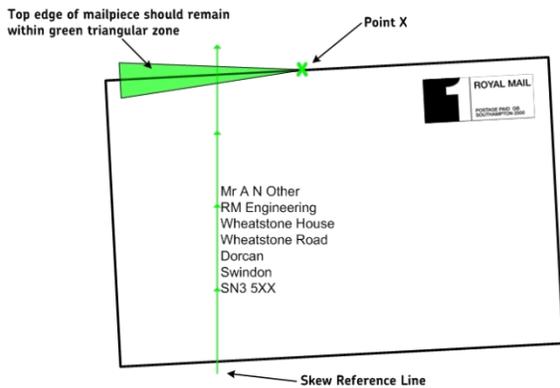
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<p>Use Ltr guide 1462</p> <p>7a/b. Mailmark™ Clear Zone - 2-D Data Matrix Mailmark™</p> 	<p>CHECKING THERE IS 4 TIMES THE MODULE SIZE CLEAR ZONE AROUND THE 2-D Mailmark™ BARCODE</p> <p>Having identified the 2-D Mailmark™ type size in Check 5, this check confirms that the appropriate clear zone has been provided (at least 2mm for the minimum size and up to at least 2.8mm for maximum size.)</p> <ol style="list-style-type: none"> Tap the top and left of the envelope so the insert is aligned bottom and right with edge of envelope (where appropriate). Place the top left corner of the 2-D Data Matrix inside the Mailmark™ Clear Zone for 2-D Data Matrix Mailmark™ inner frame [red 7a or 7b as appropriate] and then move the 2-D Data Matrix so it is aligned to the left inner line and the top inner line of the grey box as illustrated below.   <ol style="list-style-type: none"> Check there is no text, graphics, window edge or print of any kind within the left and top of the required clear border area. Ignore anything to the right of the 2-D Data Matrix and below the 2-D Data Matrix. <ol style="list-style-type: none"> Tap the right and bottom of the envelope so the insert is aligned top and left with edge of envelope (where appropriate) and then turn upside down. Place the (now) top left corner of the 2-D Data Matrix inside the Mailmark™ Clear Zone for 2-D Data Matrix Mailmark™ frame [red 7a or 7b as appropriate] then move 2-D Data Matrix so it is aligned to the left inner line and top inner line of the grey box as illustrated above. <ol style="list-style-type: none"> Check there is no text, graphics, window edge or print of any kind within the (now) left inner line and (now) top inner line of the grey box as illustrated above. Ignore anything to the right of the 2-D Data Matrix and below the 2-D Data Matrix. 	✓	✓

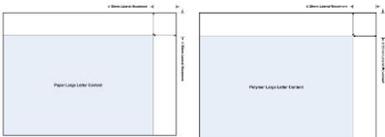
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		PAPER	POLY
6.1b PAPER - TRAYED Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR TRAYED PAPER ENVELOPED MAILPIECES  <ul style="list-style-type: none"> a) Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. b) Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. c) Repeat the procedure for the blue corner of the Tool [2]. d) Repeat the procedure for corners [3] & [4] in turn. 	✓	✗
6.1b POLY - TRAYED Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR TRAYED POLYMER / POLYWRAP MAILPIECES  <ul style="list-style-type: none"> a) Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert. b) Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. c) Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b]. d) Repeat the procedure for the blue corner of the Tool [2]. e) Repeat the procedure for corners [3] & [4] in turn. 	✗	✓

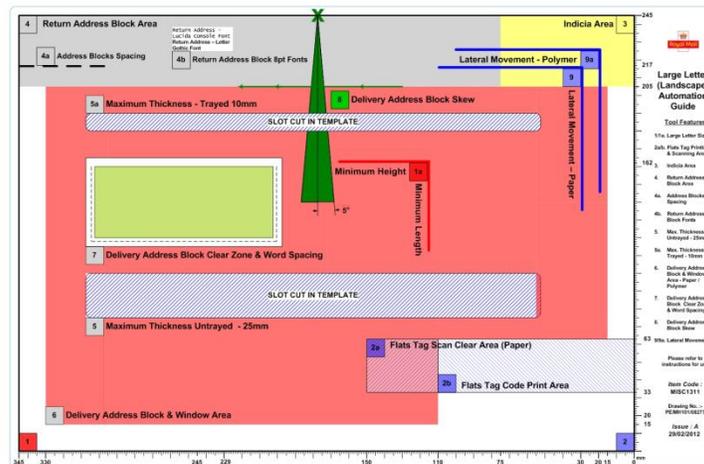
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<p>6.2b PAPER - UNTRAYED</p> <p>Delivery Address Block and Window Area</p> 	<p>CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR UNTRAYED PAPER ENVELOPED MAILPIECES</p> <p>Stage 1 - Check for the first potential Flats Tag Code Position</p>  <p>a) Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>b) Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b].</p> <p>c) Repeat the procedure for the blue corner of the Tool [2].</p> <p>d) Repeat the procedure for corners [3] & 4] in turn.</p>  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <p>a) Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>b) Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b].</p> <p>c) Repeat the procedure for the blue corner of the Tool [2].</p> <p>d) Repeat the procedure for corners [3] & [4] in turn.</p>	✓	✗

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	LANDSCAPE ITEMS 'Recommended Specification' checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
6.2b POLY - UNTRAYED Delivery Address Block and Window Area 	<p>CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR UNTRAYED POLYMER / POLYWRAP ENVELOPED MAILPIECES</p> <p>a) Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert.</p>  <p>Stage 1 - Check for the first potential Flats Tag Code Position</p> <p>a) Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>b) Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>c) Repeat the procedure for the blue corner of the Tool [2].</p> <p>d) Repeat the procedure for corners [3] & 4] in turn.</p>  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <p>a) Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>b) Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>c) Repeat the procedure for the blue corner of the Tool [2].</p> <p>d) Repeat the procedure for corners [3] & 4] in turn.</p>		
4. Return Address Block 	<p>CHECKING THE RETURN ADDRESS, IF ON THE FRONT, IS IN THE CORRECT AREA</p> <p>NB: The Return Address Block must be printed on the reverse of minimum size Large Letters.</p> <p>(orientate the mail piece and the template into portrait position so that the PPI is in the top right)</p>  <p>a. Place the top left corner of the Large Letter into the red corner [1]</p> <p>b. Check that if the Return Address Block is printed on the front of the envelope it does not fall outside of the grey Return Address Block Area (that extends up to the 3. Indicia Area and along to the top the 6. Delivery Address Block Area).</p>		

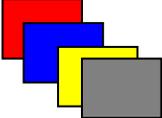
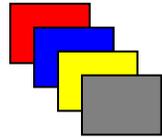
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		PAPER	POLY
4a. Return Address Block 	CHECKING THAT THERE IS THE REQUIRED SPACING BETWEEN THE RETURN ADDRESS BLOCK AND THE DELIVERY ADDRESS BLOCK a. Place the bottom of the Return Address Block on the Address Blocks Spacing line [4a]. b. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Area [6]	✓	✓
4b Return Address Block 	CHECKING THAT THE RETURN ADDRESS, WHERE PRINTED ON THE FRONT OF THE LARGE LETTER IS PRINTED USING THE CORRECT FONT. NB. The recommended 8pt fonts are illustrated. Using the Return Address Block Fonts [4b] shown on the tool as a guide, confirm that the Return Address Block has been printed using the correct font.	✓	✓
7.1 Delivery Address Block Clear Zone 	CHECKING THERE IS A CLEAR ZONE AROUND THE ADDRESS BLOCK a. Using the Delivery Address Block Clear Zone & Word Spacing [7] feature as a guide, ensure the Delivery Address Block and a 5mm Zone surrounding the Delivery Address Block is free from any print, graphic, patterning or any other marks. b. Where the Delivery Address Block is in a window, use the dotted line as a guide to confirm that there is a minimum of 2mm to the left, bottom, and to the right of the Delivered Address Block	✓	✓
7.2 Delivery Address Block - Word spacing 	CHECKING THE SPACING OF WORDS IN THE ADDRESS BLOCK ARE CORRECT Using the Delivery Address Block Clear Zone & Word Spacing [7] feature as a guide, ensure that the spacing between all of the words within the Delivery Address Block is always < 5mm (measured between the extremities of adjacent characters).	✓	✓
7.3 Delivery Address Block - Line spacing 	CHECKING THE SPACING OF THE LINES IN THE ADDRESS BLOCK ARE CORRECT Using the Delivery Address Block Clear Zone & Word Spacing [7] feature as a guide, ensure that the spacing between all of the lines within the Delivery Address Block is always < 4mm (measured between the extremities of the letters of adjacent lines).	✓	✓

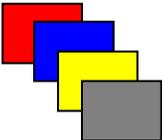
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		PAPER	POLY
<p>8. Skew - Delivery Address Block</p> 	<p>CHECKING THE SKEW OF THE DELIVERY ADDRESS BLOCK IS ACCEPTABLE</p> <p>Window envelopes must be prepared for skew measurement as follows :-</p> <ol style="list-style-type: none"> Hold the envelope in the top left corner and tap the envelope on the right bottom corner to ensure that the insert is as far into the corner as possible. Then lightly hold the bottom right corner and tap the opposite top left corner to induce the maximum amount of insert skew. <p>The procedure for using the tool to measure the Delivery Address Block Skew on both Window and Non-Window envelopes is as follows :-</p> <ol style="list-style-type: none"> Place the item on a flat surface, and align the whole of the left side of the address block to the Skew Reference Line [8]. Slide the address block vertically along the skew reference line until the top reference edge of the Large Letter is at point X on the template. Check that the top reference edge of the Large Letter remains within the triangular green Area. 	✓	✓

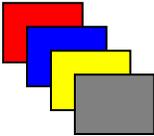
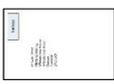
CHECK NUMBER Use LL guide 1311 unless otherwise indicated	LANDSCAPE ITEMS 'Recommended Specification' checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
9. PAPER & POLY Lateral Movement 	CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN PAPER & POLYMER ENVELOPES / POLWRAPPED ITEMS  <ol style="list-style-type: none"> Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter. Place the top right corner of the Large Letter Insert into the inner (blue) Lateral Movement (Paper) corner [9]. (note 9 also used for Polymer items) Check that the Large Letter envelope does not extend beyond the top and right borders in the top right corner [3]. <p>Please note:</p> <ol style="list-style-type: none"> There is no restriction of the lateral movement of the largest insert for items 2mm or less in thickness providing the Delivery Address can be read. Corner 9 is also used for Polymer items as the maximum movement is now 30mm 	✓	✓

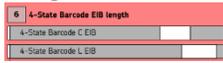
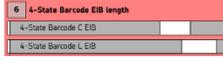


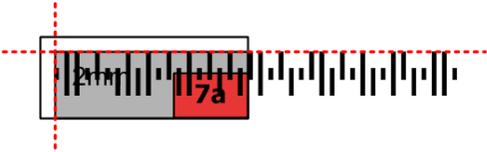
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS 'Requirement Specification' checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
1. Length and Height of the mailpiece 	CHECKING THE MAXIMUM AND MINIMUM SIZE OF THE ITEM  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter in the bottom (red) corner [1] of the tool. Check that the Large Letter touches or covers the lines at [1a] for minimum height & minimum length Large Letters. Check that the Large Letter does not exceed the maximum Large Letter size (345mm) at the top right corner of the tool. i.e beyond the ruler marks. 	✓	✓
2. Flats Scan & Print area 	THIS IS A CHECK FOR CUSTOMERS TO USE WHEN DESIGNING CREATIVES. <ol style="list-style-type: none"> This is the area where either a code will be sprayed or, A label affixed & code sprayed onto that. <p>Please note: The barcode cannot fall within this area. Please refer to checks 6.1 and 6.2 and note that there are different requirements for paper and poly.</p>	✓	✓
3. Indicia Area 	CHECKING THE INDICIA & ITS CLEAR ZONES ARE IN THE CORRECT AREA (orientate the mail piece and the template into portrait position so that the PPI is in the top right) <ol style="list-style-type: none"> Place the top right corner of the Large Letter into the top left (yellow) corner [3] Check that the whole of the Indicia (PPI etc) and its required Clear Zone are within the yellow Indicia Area. Check that there is no print, graphic, patterning, window material or any other marks in the area required for the Indicia and, where appropriate for the product, its Clear Zone.. 	✓	✓
5a. Maximum thickness all Large Letters (10mm) 	CHECKING THAT THE ITEM DOES NOT EXCEED MAXIMUM THICKNESS PERMITTED <ol style="list-style-type: none"> Place the tool on a desk so that the slot [5a] overhangs the desk. Hold the tool against the desk and slide the Large Letter into the slot [5a]. Mail that is too thick will not fit through the slot [5a]. <p>Please note:</p> <ol style="list-style-type: none"> that a Large Letter that goes through the slot with a little pull/push is acceptable provided that both the Large Letter and the print are undamaged same check applies for both Trayed & Untrayed mail items 	✓	✓

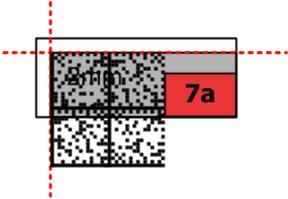
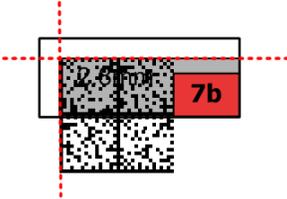
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
6.1a PAPER - TRAYED Delivery Address Block and Window Area 	CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR TRAYED PAPER ENVELOPED MAILPIECE a. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. b. Check the Mailmark barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. c. Repeat the procedure for the blue corner of the Tool [2]. d. Repeat the procedure for corners [3] & and the top right corner in turn	✓	✗
6.1a POLY - TRAYED Delivery Address Block and Window Area 	CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR TRAYED POLYMER / POLYWRAP MAILPIECES  a. Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert. b. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. c. Check that the Mailmark barcode is entirely within the pink Delivery Address Area [6] and that it does not encroach into the Flats Tag Clear Area [2b]. d. Repeat the procedure for the blue corner of the Tool [2]. e. Repeat the procedure for corners [3] & and the top right corner in turn.	✗	✓

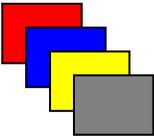
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
6.2a PAPER - UNTRAYED Delivery Address Block and Window Area 	<p>CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR UNTRAYED PAPER ENVELOPED MAILPIECES</p>  <p>Stage 1 - Check for the first potential Flats Tag Code Position</p> <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. Check that the Mailmark barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. Repeat the procedure for the blue corner of the Tool [2]. Repeat the procedure for corners [3] & and the top right corner in turn.  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <ol style="list-style-type: none"> Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1]. Check that the Mailmark barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. Repeat the procedure for the blue corner of the Tool [2]. <p>Repeat the procedure for corners [3] & and the top right corner in turn.</p>		

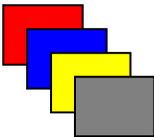
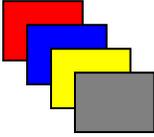
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
<p>6.2a POLY - UNTRAYED</p> <p>Delivery Address Block and Window Area</p> 	<p>CHECKING THE MAILMARK BARCODE IS CORRECTLY POSITIONED FOR UNTRAYED POLYMER / POLYWRAP ENVELOPED MAILPIECES</p> <p>a. Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert.</p>  <p>Stage 1 - Check for the first potential Flats Tag Code Position</p> <p>b. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>c. Check that the Mailmark barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>d. Repeat the procedure for the blue corner of the Tool [2].</p> <p>e. Repeat the procedure for corners [3] & and the top right corner in turn.</p>  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <p>f. Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>g. Check that the Mailmark barcode is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>h. Repeat the procedure for corners [3] & and the top right corner in turn.</p>	<p>✘</p>	<p>✔</p>
<p>Use Ltr guide 1462</p> <p>5. 2-D Data Matrix Mailmark™ Size</p> 	<p>CHECKING THAT THE 2-D DATA MATRIX Mailmark™ IS THE CORRECT SIZE</p> <p>You are checking to confirm that the 2-D Data Matrix does not exceed the minimum and maximum acceptable sizes.</p> <p>3. Select the relevant one of the three possible boxes for the 2-D Data Matrix used (Choose from Type 29, Type 7, or Type 9).</p> <p>4. Position the 2-D Data Matrix on the item in the bottom left corner of the appropriate 2-D Data Matrix box.</p> <p>Check</p> <p>c) That the code is either the same size as or extends beyond the inner box. This confirms that it is NOT below the minimum size allowed.</p> <p>d) That the code is the same size as or does not extend beyond the outer box. This confirms that it is NOT above the maximum size allowed.</p>	<p>✔</p>	<p>✔</p>

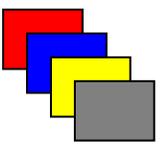
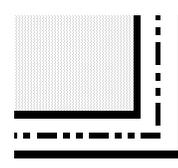
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
Use Ltr guide 1462 6a. 4-State Barcode Mailmark™ Length 	CHECKING THE BARCODE LENGTH IS ACCEPTABLE 3. If using a 4-State barcode C Mailmark™ (Contains 66 bars and used only by Network Access customers), place the first bar in the thin white gap in (marked ‘first bar position’) in the 4-State barcode C Mailmark™ box and use this as an ‘anchor’ for the barcode. a) Check to see if final bar falls within the white area of the box. 4. If using a 4-State barcode L Mailmark™ (78 bars and can be used by Retail & Network Access customers), place the first bar in the thin white gap in (marked ‘first bar position’) in the 4-State barcode L Mailmark™ box and use this as an ‘anchor’ for the barcode. a) Check to see if final bar falls within the white area of the box. <i>NB: if the final bar falls on the line between the grey and white area (on either side) for either Code this will be acceptable. But if the final bar falls within the grey area on either side of the white area, the barcode length is incorrect.</i>	✓	✓
Use Ltr guide 1462 6b. 4-State Barcode Mailmark™ Height 	CHECKING THE BARCODE HEIGHT IS ACCEPTABLE Place the first bar in the thin white gap in (marked ‘first bar position’) in the 4-State Barcode C or L Mailmark™ box as appropriate and ensure that the descender bars are aligned to the bottom line of the box. b) the top of the ascender bars should not extend beyond the top line of the box. <i>NB: if the bars fall outside of the box, the bars are too high and the barcode is NOT acceptable.</i>	✓	✓

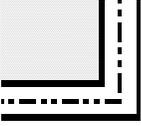
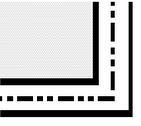
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
Use Ltr guide 1462 7a. Mailmark™ Clear Zone - 4-State Mailmark™ 	<p>CHECKING THERE IS 2MM CLEAR ZONE AROUND THE 4-STATE Mailmark™</p> <p>3. Tap the top and left of the envelope so the insert is aligned bottom and right with edge of envelope (where appropriate). Place the first bar of the Barcode inside the inner frame of the Barcode Clear Zone box [red 7a] and then move the barcode so it is aligned to the left inner line (illustrated in red in the example below) and the top inner line of the grey box as illustrated below.</p>  <p>b) Check there is no text, graphics, window edge or print of any kind within the left and top of the required clear border area. Ignore anything to the right of the Barcode and below the barcode.</p> <p>4. Tap the right and bottom of the envelope so the insert is aligned top and left with edge of envelope (where appropriate) then turn upside down. Place the last bar of the barcode inside the inner frame of the Barcode Clear Zone box [red 7a] then move barcode so it is aligned to the left and the top of the grey box as illustrated above.</p> <p>b) Check there is no text, graphics, window edge or print of any kind within the right and bottom of the required border clear area. Ignore anything to the right of the Barcode and below the barcode.</p>	✓	✓

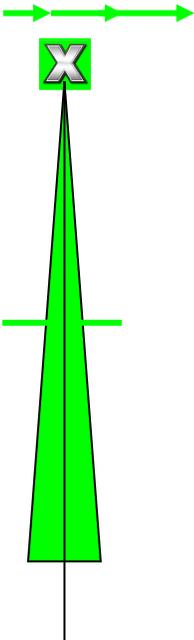
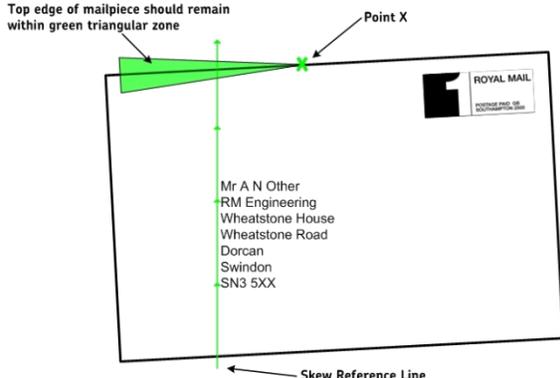
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS ‘Requirement Specification’ checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
Use Ltr guide 1462 7a/b. Mailmark™ Clear Zone - 2-D Data Matrix Mailmark™ 	<p>CHECKING THERE IS 2MM CLEAR ZONE AROUND THE 4-STATE Mailmark™ Having identified the 2-D Mailmark™ type size in Check 5, this check confirms that the appropriate clear zone has been provided (at least 2mm for the minimum size and up to at least 2.8mm for maximum size.)</p> <p>3. Tap the top and left of the envelope so the insert is aligned bottom and right with edge of envelope (where appropriate). Place the top left corner of the 2-D Data Matrix inside the Mailmark™ Clear Zone for 2-D Data Matrix Mailmark™ inner frame [red 7a or 7b as appropriate] and then move the 2-D Data Matrix so it is aligned to the left inner line and the top inner line of the grey box as illustrated below.</p> <div style="text-align: center;">   </div> <p>b) Check there is no text, graphics, window edge or print of any kind within the left and top of the required clear border area. Ignore anything to the right of the 2-D Data Matrix and below the 2-D Data Matrix.</p> <p>4. Tap the right and bottom of the envelope so the insert is aligned top and left with edge of envelope (where appropriate) and then turn upside down. Place the (now) top left corner of the 2-D Data Matrix inside the Mailmark™ Clear Zone for 2-D Data Matrix Mailmark™ frame [red 7a or 7b as appropriate] then move 2-D Data Matrix so it is aligned to the left inner line and top inner line of the grey box as illustrated above.</p> <p>b) Check there is no text, graphics, window edge or print of any kind within the (now) left inner line and (now) top inner line of the grey box as illustrated above. Ignore anything to the right of the 2-D Data Matrix and below the 2-D Data Matrix.</p>	✓	✓

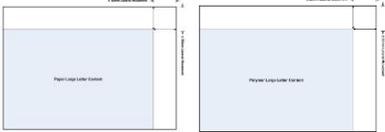
CHECK NUMBER Use LL guide 1311 unless otherwise indicated	PORTRAIT ITEMS 'Recommended Specification' Checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
4. Return Address Block 	CHECKING THE RETURN ADDRESS, IF ON THE FRONT, IS IN THE CORRECT AREA NB: The Return Address Block must be printed on the reverse of minimum size Large Letters. (orientate the mail piece and the template into portrait position so that the PPI is in the top right)  <p>c. Place the top left corner of the Large Letter into the red corner [1]</p> <p>d. Check that if the Return Address Block is printed on the front of the envelope it does not fall outside of the grey Return Address Block Area (that extends up to the 3. Indicia Area and along to the top the 6. Delivery Address Block Area).</p>	✓	✓
4a. Return Address Block 	CHECKING THAT THERE IS THE REQUIRED SPACING BETWEEN THE RETURN ADDRESS BLOCK AND THE DELIVERY ADDRESS BLOCK <p>c. Place the bottom of the Return Address Block on the Address Blocks Spacing line [4a].</p> <p>d. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Area [6]</p>	✓	✓
4b Return Address Block 	CHECKING THAT THE RETURN ADDRESS, WHERE PRINTED ON THE FRONT OF THE LARGE LETTER IS PRINTED USING THE CORRECT FONT. NB. The recommended 8pt fonts are illustrated. Using the Return Address Block Fonts [4b] shown on the tool as a guide, confirm that the Return Address Block has been printed using the correct font.	✓	✓
6.1b PAPER - TRAYED Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR TRAYED PAPER ENVELOPED MAILPIECES  <p>e. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>f. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b].</p> <p>g. Repeat the procedure for the blue corner of the Tool [2].</p> <p>h. Repeat the procedure for corners [3] & and the top right corner in turn</p>	✓	✗

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	PORTRAIT ITEMS 'Recommended Specification' Checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
6.1b POLY - TRAYED Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR TRAYED POLYMER / POLYWRAP MAILPIECES  <ul style="list-style-type: none"> f. Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert. g. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. h. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Area [6] and that it does not encroach into the Flats Tag Clear Area [2b]. i. Repeat the procedure for the blue corner of the Tool [2]. j. Repeat the procedure for corners [3] & and the top right corner in turn. 	✘	✔
6.2b PAPER - UNTRAYED Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR UNTRAYED PAPER ENVELOPED MAILPIECES  <p>Stage 1 - Check for the first potential Flats Tag Code Position</p> <ul style="list-style-type: none"> h. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1]. i. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. j. Repeat the procedure for the blue corner of the Tool [2]. k. Repeat the procedure for corners [3] & and the top right corner in turn.  <p>Stage 2 - Check for the second potential Flats Tag Code Position</p> <ul style="list-style-type: none"> l. Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1]. m. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Scan & Print Clear Area [2a/b]. n. Repeat the procedure for the blue corner of the Tool [2]. <p>Repeat the procedure for corners [3] & and the top right corner in turn.</p>	✔	✘

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	PORTRAIT ITEMS 'Recommended Specification' Checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
6.2b POLY - UNTRAYED Delivery Address Block and Window Area 	<p>CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR UNTRAYED POLYMER / POLYWRAP ENVELOPED MAILPIECES</p> <p>h. Tap the insert into the top right corner of the Large Letter and fold the excess polymer along the long and short edges under the insert.</p> <p>Stage 1 - Check for the first potential Flats Tag Code Position </p> <p>i. Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>j. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>k. Repeat the procedure for the blue corner of the Tool [2].</p> <p>l. Repeat the procedure for corners [3] & and the top right corner in turn.</p> <p>Stage 2 - Check for the second potential Flats Tag Code Position </p> <p>m. Place the top right corner of the Large Letter into the bottom left (red) corner of the Tool [1].</p> <p>n. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Block & Window Area [6] and that it does not encroach into the Flats Tag Code Print Area [2b].</p> <p>h. Repeat the procedure for corners [3] & and the top right corner in turn.</p>	✘	✔
7.1 Delivery Address Block Clear Zone 	<p>CHECKING THERE IS A CLEAR ZONE AROUND THE ADDRESS BLOCK</p> <p>a. Using the Delivery Address Block Clear Zone [7] feature as a guide, ensure the Delivery Address Block and a 5mm Zone surrounding the Delivery Address Block is free from any print, graphic, patterning or any other marks.</p> <p>b. Where the Delivery Address Block is in a window, use the dotted line as a guide to confirm that there is a minimum of 2mm to the left, bottom, and to the right of the Delivered Address Block.</p>	✔	✔

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	PORTRAIT ITEMS 'Recommended Specification' Checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
7.2 Delivery Address Block - Word spacing 	CHECKING THE SPACING OF WORDS AND LINES IN THE ADDRESS BLOCK ARE CORRECT Using the Delivery Address Block Clear Zone [7] feature as a guide, ensure that the spacing between all of the words within the Delivery Address Block is always < 5mm (measured between the extremities of adjacent characters).	✓	✓
7.3 Delivery Address Block - Line spacing 	CHECKING THE SPACING OF THE LINES IN THE ADDRESS BLOCK ARE CORRECT Using the Delivery Address Block Clear Zone [7] feature as a guide, ensure that the spacing between all of the lines within the Delivery Address Block is always < 4mm (measured between the extremities of the letters of adjacent lines).	✓	✓

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	PORTRAIT ITEMS 'Recommended Specification' Checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
8. Skew - Delivery Address Block 	CHECKING THE SKEW OF THE DELIVERY ADDRESS BLOCK IS ACCEPTABLE <p>Window envelopes must be prepared for skew measurement as follows :-</p> <ol style="list-style-type: none"> Hold the envelope in the top left corner and tap the envelope on the right bottom corner to ensure that the insert is as far into the corner as possible. Then lightly hold the bottom right corner and tap the opposite top left corner to induce the maximum amount of insert skew. <p>The procedure for using the tool to measure the Delivery Address Block Skew on both Window and Non-Window envelopes is as follows :-</p> <ol style="list-style-type: none"> Place the item on a flat surface, and align the whole of the left side of the address block to the Skew Reference Line [8]. Slide the address block vertically along the skew reference line until the top reference edge of the Large Letter is at point X on the template. Check that the top reference edge of the Large Letter remains within the triangular green Area. 	✓	✓

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	PORTRAIT ITEMS 'Recommended Specification' Checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER	POLY
9. PAPER & POLY Lateral Movement 	CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN PAPER & POLYMER ENVELOPES / POLWRAPPED ITEMS  <p>d. Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter.</p> <p>e. Place the top right corner of the Large Letter Insert into the inner (blue) Lateral Movement (Paper) corner [9]. (note 9 also used for Polymer items)</p> <p>f. Check that the Large Letter envelope does not extend beyond the top and right borders in the top right corner [3].</p> <p>Please note:</p> <ol style="list-style-type: none"> There is no restriction of the lateral movement of the largest insert for items 2mm or less in thickness providing the Delivery Address can be read. Corner 9 is also used for Polymer items as the maximum movement is now 30mm 	✓	✓

