

How to improve the quality of your mail

Step 1

IS YOUR LETTER MACHINEABLE?

Any item that is defined as a letter (DL & C5) or a large letter (C4) can be sent using PremierSort or PremierSort Flex provided that:

- ✓ It is rectangular (for letters & large letters) or square (for letters only) in shape and it meets the machineable letter dimensions detailed in the table below
- ✓ It is flexible enough to be bent into an S-shape (i.e. no coins or pens within the envelope)
- ✓ The envelope is paper based in a cream, white or a light pastel colour
- ✗ It is not wrapped in polypropylene or cardboard

The following size guideline will help you ensure that your PremierSort or PremierSort Flex items can be machine sorted.

The below specifications reflect the Letter (DL & C5) size envelope:

	Minimum	Maximum
Length (mm)	140	240
Height (mm)	90	165
Thickness (mm)	0.25	5
Weight (g)	2	100

The below specifications reflect the Large Letter (C4) size envelope:

	Minimum	Maximum
Length (mm)	241	330
Height (mm)	166	240
Thickness (mm)	1	4
Weight (g)	2	100

Step 2

IS YOUR ADDRESS MACHINE READABLE?

Any item that is defined as a letter (DL & C5) or a large letter (C4) can be sent using PremierSort or PremierSort Flex provided that:

A Good quality printed address

- ✓ The address should be typed using fonts such as Arial or Times Roman (see customer guide for a full listing of recommended fonts)
- ✓ The font size should be in 10 or 12 point
- ✓ The address should be printed by a high quality laser printer
- ✓ The font should be printed in black, on white cream or buff paper

- ✗ No hand written items
- ✗ No dark or red envelopes the 'Quantity by Service'

Example of suitable addressed layout

Mr A Smith
300 Western Road
Otterley
OXFORD
OX4 5ZZ



Examples of unsuitable address layout

Mr B Baker
Flat 10
63 Huntley Court
LONDON
NW



Mrs C Allen
Smith & Propert Ltd
Birmingham Business Park
BIRMINGHAM
B5 OJG Ref: SAP007



Mrs L Garratt
25 Holly Street
Leamington Spa
Warwickshire
CV7 7PT



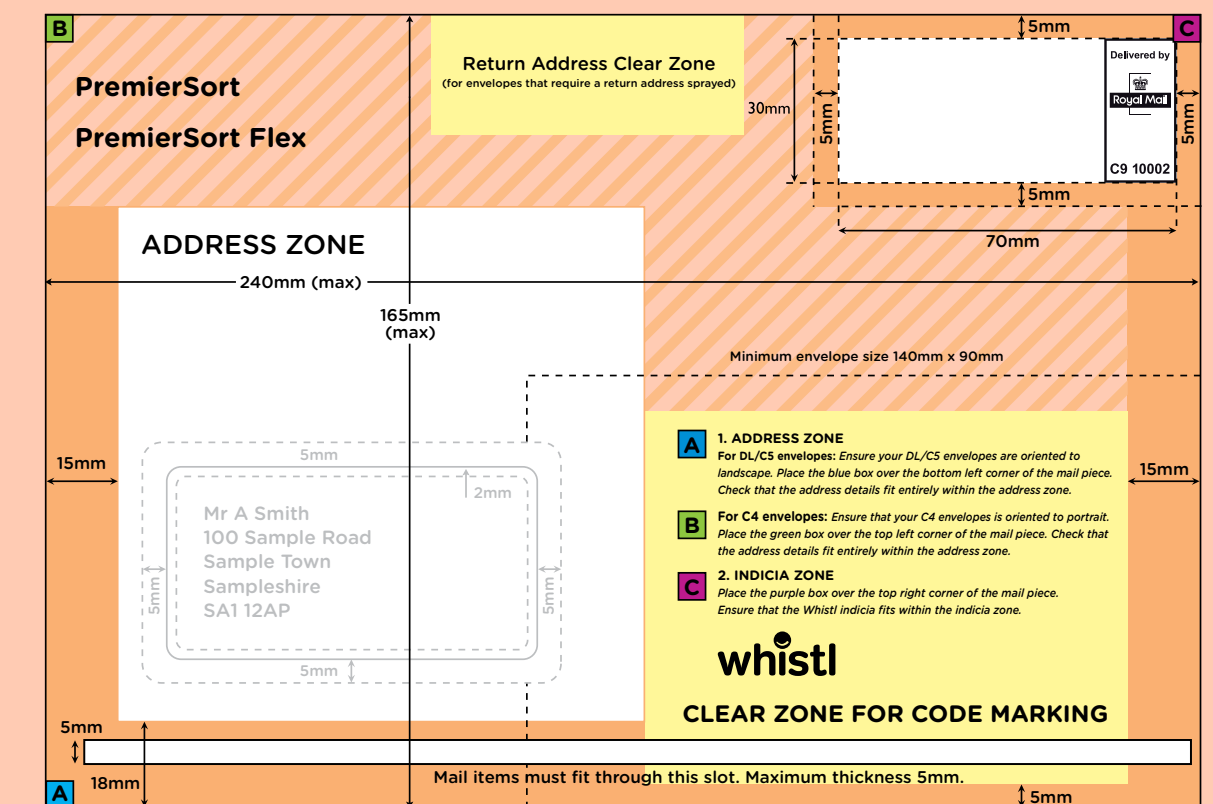
Mrs L Garratt
25 Holly Street
Leamington Spa
Warwickshire
CV7 7PT



Dear Mrs L Garratt
The attached cheque is a
refund of the payment

Step 3

DO YOU HAVE THE CORRECT ENVELOPE LAYOUT?



The envelope layout consists of three main areas – the address zone, indicia zone and clear zones. You should use the envelope template as your guide to ensure a correct envelope layout.

A Address Zone

- ✓ Must be left justified
- ✓ Must be 15mm from the left edge, 18mm from the bottom edge and 40mm from the top edge
- ✓ Have a 5mm gap around the address

B Indicia Zone

- ✓ Only use the approved Whistl indicia if pre-printing OR leave this area blank if you require Whistl to spray the indicia for you
- ✓ This is always on the top right hand corner
- ✓ Positioned 5mm from the right and top edge

C Clear Zones

- ✓ All clear zones should be kept clear of any markings. These areas are used by Whistl machines for printing the return address (if required) or for code marking

PremierSort
PremierSort Flex

For more information on how to improve the quality of your mail, visit www.whistl.co.uk or email moreinfo@whistl.co.uk

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