

MACHINABLE MAIL GUIDE

In order for letters to be processed effectively by our sortation machines, there must be a clear and consistent typed address block.

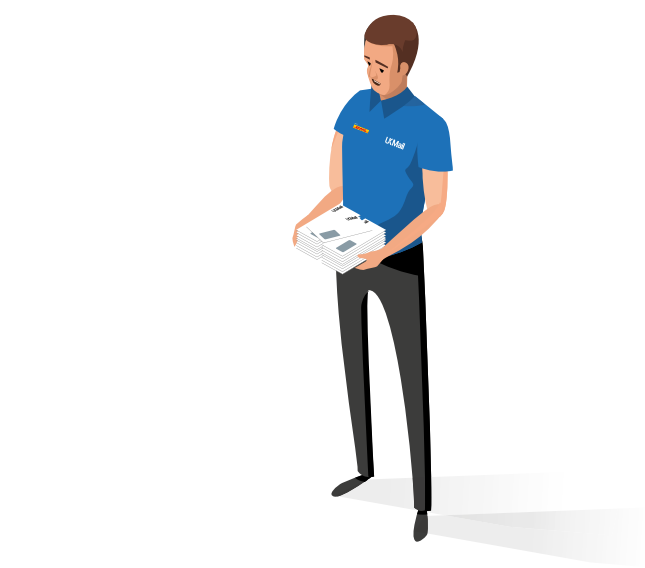
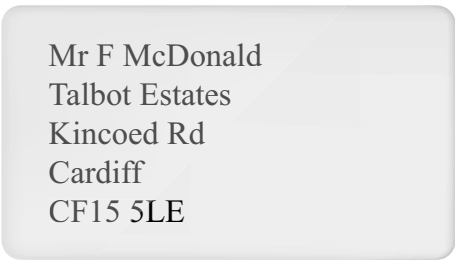
The mail should meet the following guidelines:

- Printed address, not hand-written
- Full address including two-part Postcode
- Postcode typed in upper case
- Postcode on the bottom line, on its own, not underlined
- Address block must be visible within the envelope window at all times, not skewed or cut off
- No pictures or other print visible behind the address
- Good print quality - Arial or Times New Roman are ideal, but most commonly used fonts are acceptable

Address Layout

Always include the postcode in full as the last line of the address. Our sorting machines scan the last line to read the postcode. If something else appears on the last line, the postcode is not complete, the alpha characters are not in upper case or if its missing altogether then the address cannot be properly read.

Ideal address layout and format



- 8 to 12 point print using a fixed pitch, so letters do not overlap or touch
- Clean envelopes - flaps, seams and edges sealed properly
- No dark coloured envelopes
- All items facing the same way within the UK Mail tubs supplied
- No poly-wrapped or plastic coated items
- It must be capable of being easily bent into an 'S' shape

Unsuitable address layouts and format

When a window envelope is used, please ensure that the address and postcode shows clearly in the window. Remember that our machinery scans the last visible line.

Our examples show that this might be the salutation or the first few lines of a letter if the item is folded in the wrong place.



MACHINABLE MAIL GUIDE

A SIMPLE WAY TO CHECK WHETHER
YOUR MAIL IS MACHINABLE



Part of



UKMail
we deliver

Large Letter 353 x 250mm

White area indicates maximum size of a large letter

UKMail



Letter 240 x 165mm

Blue area indicates maximum size of a letter

UKMail



Maximum thickness 5mm



A letter that is thicker than 5mm is classified as a **large letter**

Maximum thickness 25mm



Place corner of letter here

Step 1

Place the mail item on the left side of the sizing guide as indicated by the white arrow

Step 2

Does your mail item fit within the **Brown** letter area?

If no, then go to **Step 3**

If yes, is mail thickness 5mm or less?

If no, then go to **Step 3**

If yes, the item is classed as a Letter

Step 3

Does the mail item fit within the **white** letter area?

If yes, is mail thickness 25mm or less?

If no, the item is not suitable for this service

If yes, the item is classed as a Large Letter

If no, the item is not suitable for this service