



Royal Mail Mailmark Large Letter Template Guide

(MISC 1311, MISC 1312 and MISC1462)

Effective from December 2025




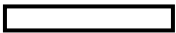
Version – 6.51

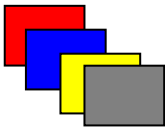

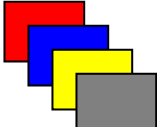

The purpose of this document is to provide a guide on the visual checks for both mandatory and recommended requirements which can be undertaken on machine readable Large Letters and has been divided into two sections, landscape, and portrait. To make it as easy as possible to use, please refer to the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


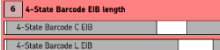
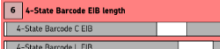
Full product specifications are available in the product user guides.


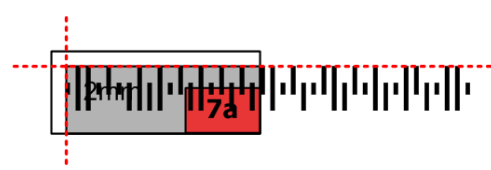
This guide is intended to be used with the Large Letter plastic templates MISC1311 and MISC 1312, and the Mailmark Mailing Guide MISC1462. It takes account of changes made to the product user guides including the mailpiece thickness increase, withdrawal of the Flats Tag Code, changes to Return Addressing requirements, and changes to Mailmark and Address locations.


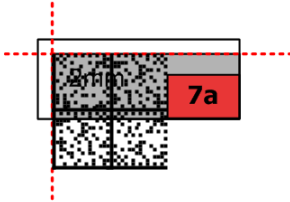
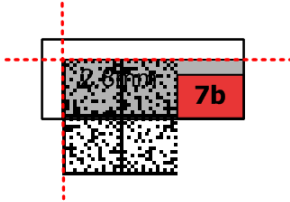
The Mailmark Mailing Guide MISC1462 provides specific checks for the Mailmark codes.

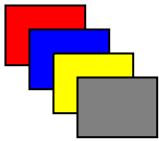

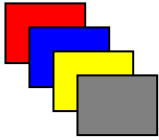

CHECK NUMBER Use LL guide 1311 unless otherwise indicated	LANDSCAPE ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
1. Length and Height of the Mailpiece 	CHECKING THE MAXIMUM AND MINIMUM 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 Guide. 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) as marked in the top right corner of the guide. i.e. Beyond [3] / the ruler marks. 	✓	✓
2a/b Flats Tag Printing & Scanning Area	These checks are not required as the Flats Tags are no longer printed. Consequently, the pink area now effectively extends into corner 2, leaving the standard border clear zone as in corner 6.	✗	✗
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, its Clear Zone. <p>Please Note When checking RM Retail PPI, please ignore the branded element.</p>	✓	✓
5a. Maximum Thickness – Machineable Large Letters (13mm) 	CHECKING THAT THE ITEM DOES NOT EXCEED MAXIMUM THICKNESS PERMITTED <ol style="list-style-type: none"> Place the Guide on a desk so that the slot [5a] overhangs the desk. Hold the Guide 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"> As the aperture in the Guide only measures up to 10mm, you may wish to use a Micrometer to confirm that 13mm maximum thickness is not exceeded. That the Large Letter goes through the slot. A little pull/push is acceptable provided that both the outer and the print are undamaged. The same check applies for both Trayed & Untrayed mail items. 	✓	✓





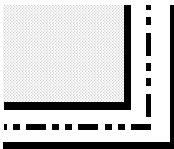
CHECK NUMBER Use LL guide 1311 unless otherwise indicated	LANDSCAPE ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
6.1 PAPER Delivery Address Block and Window Area (& Mailmark) 	CHECKING THE MAILMARK CODE IS CORRECTLY POSITIONED FOR PAPER ENVELOPED MAILPIECES  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Guide [1]. Check that the Mailmark Code is entirely within the pink Delivery Address Block & Window Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & [4] in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in corner 6; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✓	✗
6.1 POLY Delivery Address Block and Window Area (& Mailmark) 	CHECKING THE MAILMARK CODE IS CORRECTLY POSITIONED FOR 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 Guide [1]. Check that the Mailmark Code is entirely within the pink Delivery Address Block & Window Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & [4] in turn. <p>Please note</p> <ol style="list-style-type: none"> The pink area now effectively extends into corner 2, leaving the standard border clear zone as in corner 6; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised. 	✗	✓

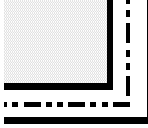
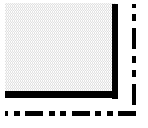
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		PAPER	POLY
Use Letter Guide 1462 5. 2D Mailmark Code size 	CHECKING THAT THE 2D MAILMARK CODE IS THE CORRECT SIZE You are checking to confirm that the 2D Data Matrix does not exceed the minimum and maximum acceptable sizes. <ol style="list-style-type: none"> Select the relevant one of the three possible boxes for the 2D Data Matrix used (Choose from Type 29, Type 7, or Type 9). Position the 2D Code on the item in the bottom left corner of the appropriate 2D Data Matrix box. Check 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. Check 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. 	✓	✓
Use Letter Guide 1462 6a. 4-State Barcode Mailmark length 	CHECKING THE MAILMARK BARCODE LENGTH IS ACCEPTABLE <ol style="list-style-type: none"> If using a 4-State Barcode C (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. <ol style="list-style-type: none"> Check to see if final bar falls within the white area of the box. If using a 4-State Barcode L (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 box and use this as an 'anchor' for the barcode. <ol style="list-style-type: none"> Check to see if final bar falls within the white area of the box. <p><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></p>	✓	✓
Use Letter Guide 1462 6b. 4-State Barcode Mailmark height 	CHECKING THE MAILMARK 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 Code box as appropriate and ensure that the descender bars are aligned to the bottom line of the box. <ol style="list-style-type: none"> the top of the ascender bars should not extend beyond the top line of the box. <p><i>NB: if the bars fall outside of the box, the bars are too high and the barcode is NOT acceptable.</i></p>	✓	✓

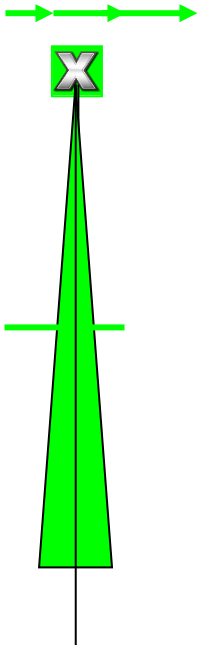
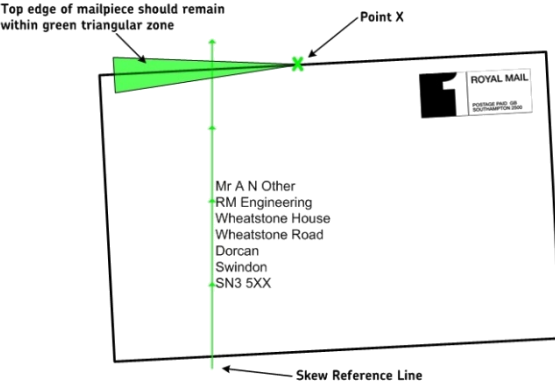
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		PAPER	POLY
Use Letter Guide 1462 7a. Mailmark Clear Zone – 4-State Mailmark 	CHECKING THERE IS 2MM CLEAR ZONE AROUND THE 4-STATE MAILMARK 1. Tap the top and left of the envelope so the insert is aligned bottom and right with edge of envelope (where 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.  a) 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. 2. 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. a) 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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		PAPER	POLY
Use Letter Guide 1462 7a/b. Mailmark Clear Zone – 2D Data Matrix Mailmark 	<p>CHECKING THERE IS 4 TIMES THE MODULE SIZE CLEAR ZONE AROUND THE 2D MAILMARK CODE</p> <p>Having identified the 2D Mailmark type and 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 2D Code inside the Mailmark Clear Zone for 2D Mailmark Code inner frame [red 7a or 7b as appropriate] and then move the 2D Code so it is aligned to the left inner line and the top inner line of the grey box as illustrated below. <div style="display: flex; justify-content: space-around; align-items: 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 2D Data Matrix and below the 2D 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 2D Data Matrix Code inside the Mailmark Clear Zone for 2D Mailmark Code frame [red 7a or 7b as appropriate] then move 2D Data Matrix Code 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 and below the 2D Data Matrix Code. 	✓	✓

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		PAPER	POLY
6.1 PAPER Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR PAPER ENVELOPED MAILPIECES  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Guide [1]. Check that the Delivery Address Block (including any Mailer Defined Information and recipients name) is entirely within the pink Delivery Address Block & Window Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & [4] in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in corner 6; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✓	✗
6.1 POLY Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR 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 Guide [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]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & [4] in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in corner 6; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✗	✓

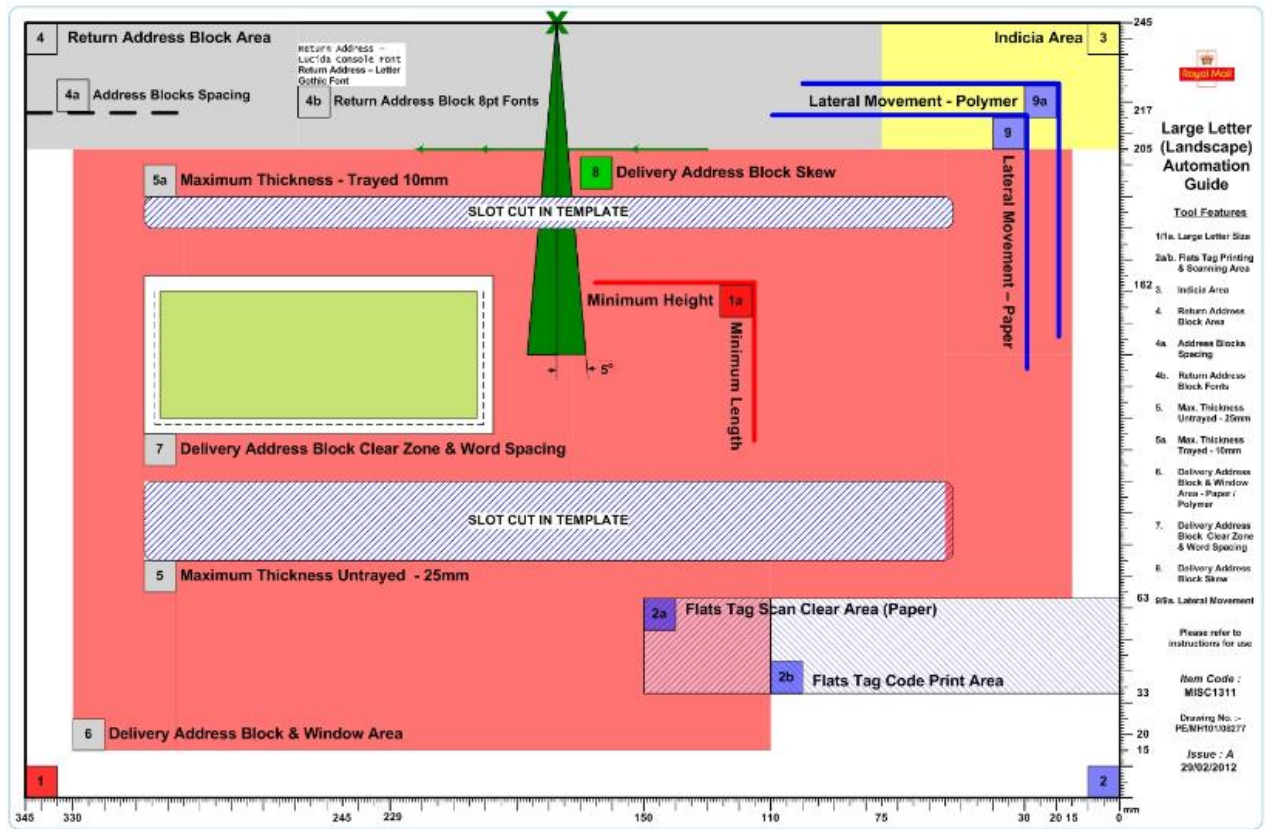
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		PAPER	POLY
4. Return Address Block 	CHECKING THE RETURN ADDRESS, IF ON THE FRONT, IS IN THE CORRECT AREA NB: The Return Address Block must be printed on the reverse of Large Letters that are less than 162mm x 229mm. (Orientate the mail piece and the template into portrait position so that the PPI is in the top right.)  <ol style="list-style-type: none"> Place the top left corner of the Large Letter into the red corner [1] 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). 	✓	✓
4a. Return Address Block 	CHECKING THAT THERE IS THE REQUIRED SPACING BETWEEN THE RETURN ADDRESS BLOCK AND THE DELIVERY ADDRESS BLOCK <ol style="list-style-type: none"> Place the bottom of the Return Address Block on the Address Blocks Spacing line [4a]. Check that the Delivery Address Block (including any Mailer Defined Information and recipients name) is entirely within the pink Delivery Address Area [6]. 	✓	✓
4b Return Address Block 	CHECKING THAT THE RETURN ADDRESS IS PRINTED USING THE CORRECT FONT. Using the Return Address Block Fonts [4b] shown on the Guide as a guide, confirm that the Return Address Block has been printed using the correct font. NB. 10-12pt font Letter Gothic or Lucida Console fonts are now required for the Return Address. (NOT 8pt)	✓	✓
7.1 Delivery Address Block Clear Zone 	CHECKING THERE IS A CLEAR ZONE AROUND THE ADDRESS BLOCK <ol style="list-style-type: none"> 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. 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. 	✓	✓





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		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 & Word Spacing [7] feature as a guide, ensure that the spacing between all of the words within the Delivery Address Block is always less than or equal to 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 less than or equal to 4mm (measured between the extremities of the letters of adjacent lines).	✓	✓

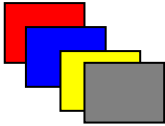

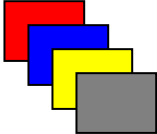

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		PAPER	POLY
8. Skew - Delivery Address Block 	<p>CHECKING THE SKEW OF THE DELIVERY ADDRESS BLOCK IS ACCEPTABLE</p> <p>Window envelopes must be prepared for skew measurement as follows :-</p> <ol style="list-style-type: none"> Hold the envelope in 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 Guide 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. 	✓	✓

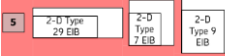
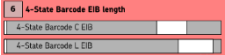

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		PAPER	POLY
9. PAPER & POLY Lateral Movement 	<p>CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN PAPER & POLYMER ENVELOPES / POLWRAPPED ITEMS</p>  <ol style="list-style-type: none"> Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter. Place the top right corner of the Large Letter Insert into the (blue) Lateral Movement corner 9 / 9a as appropriate :- <ul style="list-style-type: none"> • Paper – corner 9 • Paper Wrap - corner 9a • Polymer - corner 9 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"> The references to ‘9 Lateral Movement Paper’ and ‘9a Lateral Movement - Polymer’ are incorrect. The correct assignments should be ‘9 Lateral Movement Paper & Polymer’ and ‘9a Lateral Movement – Paper Wrap’. 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. 	✓	✓


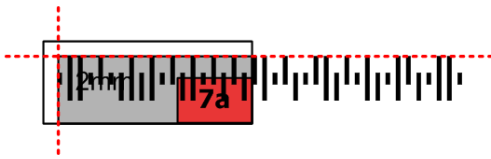
Large Letter (Landscape) Automation Guide (MISC1311)


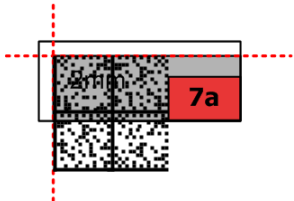
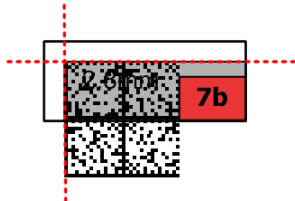


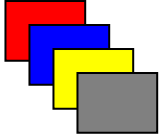

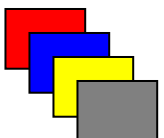

CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
1. Length and Height of the Mailpiece 	CHECKING THE MAXIMUM AND MINIMUM 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 Guide. 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 (245mm) as marked in the top right corner of the guide. i.e. Beyond [9a] and to the ruler marks. 	✓	✓
2a/b Flats Tag Printing & Scanning Area	These checks are not required as the Flats Tags are no longer printed. Consequently, the pink area now effectively extends into corner 2, leaving the standard border clear zone as in the corner that is beyond Check 9a.	✗	✗
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. <p>Please Note When checking RM Retail PPI, please ignore the branded element.</p>	✓	✓
5. Maximum Thickness – Machineable Large Letters (13mm) 	CHECKING THAT THE ITEM DOES NOT EXCEED MAXIMUM THICKNESS PERMITTED <ol style="list-style-type: none"> Place the Guide on a desk so that the slot [5a] overhangs the desk. Hold the Guide 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"> As the aperture in the Guide only measures up to 10mm, you may wish to use a Micrometer to confirm that 13mm maximum thickness is not exceeded. That the Large Letter goes through the slot. A little pull/push is acceptable provided that both the outer and the print are undamaged. The same check applies for both Trayed & Untrayed mail items. 	✓	✓



CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
6.1 PAPER Delivery Address Block and Window Area (& Mailmark) 	CHECKING THE MAILMARK CODE IS CORRECTLY POSITIONED FOR PAPER ENVELOPED MAILPIECES  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Guide [1]. Check the Mailmark code is entirely within the pink Delivery Address Block & Window Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & and the top right corner in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in the corner that is beyond Check 9a; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✓	✗
6.1 POLY Delivery Address Block and Window Area (& Mailmark) 	CHECKING THE MAILMARK CODE IS CORRECTLY POSITIONED FOR 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 Guide [1]. Check that the Mailmark barcode is entirely within the pink Delivery Address Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & and the top right corner in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in the corner that is beyond Check 9a; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✗	✓


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		PAPER	POLY
Use Letter Guide 1462 5. 2D Mailmark Code size 	CHECKING THAT THE 2D DATA MAILMARK CODE IS THE CORRECT SIZE You are checking to confirm that the 2D Data Matrix does not exceed the minimum and maximum acceptable sizes. <ol style="list-style-type: none"> Select the relevant one of the three possible boxes for the 2D Data Matrix used (Choose from Type 29, Type 7, or Type 9). Position the 2D Code on the item in the bottom left corner of the appropriate 2D Code box. Check 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. Check 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. 	✓	✓
Use Letter Guide 1462 6a. 4-State Barcode Mailmark Length 	CHECKING THE MAILMARK BARCODE LENGTH IS ACCEPTABLE <ol style="list-style-type: none"> If using a 4-State Barcode C (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. <ol style="list-style-type: none"> Check to see if final bar falls within the white area of the box. If using a 4-State Barcode L (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 box and use this as an 'anchor' for the barcode. <ol style="list-style-type: none"> Check to see if final bar falls within the white area of the box. <p><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></p>	✓	✓
Use Letter Guide 1462 6b. 4-State Barcode Mailmark height 	CHECKING THE MAILMARK 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 Code box as appropriate and ensure that the descender bars are aligned to the bottom line of the box. <ol style="list-style-type: none"> the top of the ascender bars should not extend beyond the top line of the box. <p><i>NB: if the bars fall outside of the box, the bars are too high and the barcode is NOT acceptable.</i></p>	✓	✓


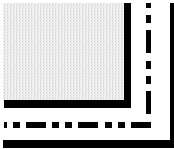
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
Use Letter Guide 1462 7a. Mailmark Clear Zone – 4-State Mailmark 	CHECKING THERE IS 2MM CLEAR ZONE AROUND THE 4-STATE MAILMARK 1. 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.  a) 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. 2. 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. a) 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.	✓	✓

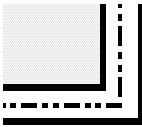
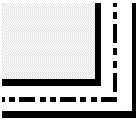
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
Use Letter Guide 1462 7a/b. Mailmark Clear Zone – 2D Mailmark Code 	<p>CHECKING THERE IS 4 TIMES THE MODULE SIZE CLEAR ZONE AROUND THE 2D MAILMARK CODE</p> <p>Having identified the 2D Mailmark type and 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 2D Code inside the Mailmark Clear Zone for 2D Mailmark Code inner frame [red 7a or 7b as appropriate] and then move the 2D Code so it is aligned to the left inner line 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 2D Data Matrix and below the 2D 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 2D Data Matrix Code inside the Mailmark Clear Zone for 2D Mailmark Code frame [red 7a or 7b as appropriate] then move 2D Data Matrix Code 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 and below the 2D Data Matrix Code. 	✓	✓

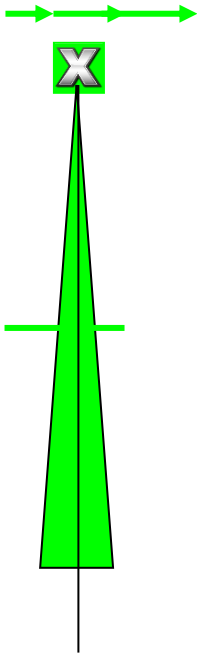
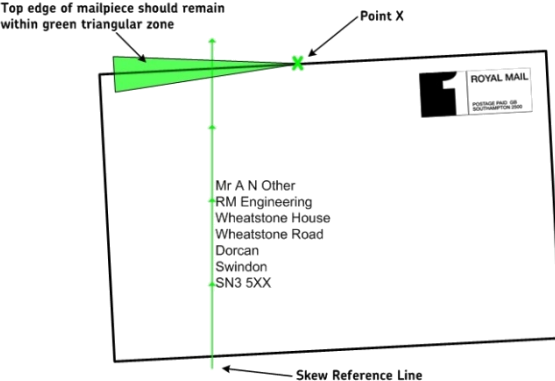
CHECK NUMBER Use LL guide 1312 unless otherwise indicated	PORTRAIT ITEMS Requirement checks PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be considered when doing the checks.	OUTER	
		PAPER	POLY
6.1 PAPER Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR PAPER ENVELOPED MAILPIECES  <ol style="list-style-type: none"> Place the bottom left corner of the Large Letter into the bottom left (red) corner of the Guide [1]. Check that the Delivery Address Block (including any Mailer Defined Information and recipients name) is entirely within the pink Delivery Address Block & Window Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & and the top right corner in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in the corner that is beyond Check 9a; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✓	✗
6.1 POLY Delivery Address Block and Window Area 	CHECKING THE DELIVERY ADDRESS BLOCK IS CORRECTLY POSITIONED FOR 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 Guide [1]. Check that the Delivery Address Block (including any Mailer Defined Information and recipient's name) is entirely within the pink Delivery Address Area [6]. Repeat the procedure for the blue corner of the Guide [2]. Repeat the procedure for corners [3] & and the top right corner in turn. <p>Please note</p> <p>The pink area now effectively extends into corner 2, leaving the standard border clear zone as in the corner that is beyond Check 9a; and to 15mm from the top edge (into the Grey and Yellow band) provided that the indicia and Return address clear zones are not compromised.</p>	✗	✓



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		PAPER	POLY
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 Large Letters that are less than 162mm x 229mm.</p> <p>(Orientate the mail piece and the template into portrait position so that the PPI is in the top right)</p>  <ol style="list-style-type: none"> Place the top left corner of the Large Letter into the red corner [1] 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). 	✓	✓

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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 recipients name) is entirely within the pink Delivery Address Area [6].	✓	✓

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		PAPER	POLY
4b Return Address Block 	CHECKING THAT THE RETURN ADDRESS IS PRINTED USING THE CORRECT FONT. Using the Return Address Block Fonts [4b] shown on the Guide as a guide, confirm that the Return Address Block has been printed using the correct font. NB. 10-12pt font Letter Gothic or Lucida Console fonts are now required for the Return Address. (NOT 8pt)	✓	✓
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.	✓	✓

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		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 & Word Spacing [7] feature as a guide, ensure that the spacing between all of the words within the Delivery Address Block is always less than or equal to 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 less than or equal to 4mm (measured between the extremities of the letters of adjacent lines).	✓	✓

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		PAPER	POLY
8. Skew - Delivery Address Block 	<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 Guide 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. 	✓	✓

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		PAPER	POLY
9. Lateral Movement 	<p>CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN PAPER & POLYMER ENVELOPES / POLWRAPPED ITEMS</p>  <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 (blue) Lateral Movement corner 9 / 9a as appropriate :- <ul style="list-style-type: none"> Paper – corner 9 Paper Wrap - corner 9a Polymer - corner 9 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"> The references to ‘9 Lateral Movement Paper’ and ‘9a Lateral Movement - Polymer’ are incorrect. The correct assignments should be ‘9 Lateral Movement Paper & Polymer’ and ‘9a Lateral Movement – Paper Wrap’. 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. 	✓	✓

Large Letter (Portrait) Automation Guide (MISC1312)

