



# QUALITY ASSURANCE & DESIGN CHECK MAILPIECE & PRINTING CHECK FOR MAILMARK

<b>1</b>	<b>YOUR DETAILS</b>	
	COMPANY	
	MAILMARK PARTICIPANT NAME	
	PPI No	
	ADDRESS	
	POST TOWN	
	POSTCODE	
	CONTACT NAME	
	TELEPHONE NUMBER	
	EMAIL ADDRESS	
ROYAL MAIL CONTACT		
TELEPHONE No		

<b>2*</b>	<b>MAILPIECE DETAILS</b>	<b>MAILMARK</b>
	Please find enclosed 200 fully addressed, filled and sealed mail pieces with the appropriate indicia and Mailmark.	
	Design check. - 10 fully addressed, filled and sealed mail pieces with the appropriate indicia and Mailmark	
	I would like my sample items returned. If I select 'no' these items will be destroyed as 'confidential waste'.	Yes / No

Return Address	If you have selected for your samples to be returned and would like you samples returned to a different than your address above, please provide the return address below.
ADDRESS	

<b>3</b>	<b>SAMPLE ITEMS</b>			
	SAMPLE ITEMS ENCLOSED		YES	NO
	NUMBER OF SAMPLE ITEMS			
	PRINT NAME			
	SIGN			
	DATE			

**POST TO**  
Royal Mail Quality Assurance, Drake House, Breakwater Road, Plymstock, Plymouth,  
PL9 7 HW

**PLEASE NOTE**  
We will keep 7 samples for our own records for reference in the event of any future queries.