ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 065:
INDICATOR 'ZONAL' ON CONTAINER LABELS
DATE: 7 FEBRUARY 2022

This notice applies if you hold an **Access Letters Contract (Contract)** with **Royal Mail Group Limited**, a company registered in England and Wales (number 04138203) with its registered address at 185 Farringdon Road, London, EC1A 1AA.

1 Changes

1.1 We notify you under Clause 13.3.3 of the Contract that we are changing the Access User Guide with effect from 16 June 2022. We are making the following changes to Section 5.2(e) per the red text:

e. Use the correct size and font specifications for the label information:

- The following table provides a guide as to the font size and relative font height of the CFL characteristics for bag labels:

CHARACTERISTIC	FONT SIZE (HELVETICA BOLD AND ARIAL BOLD ARE BOTH ACCEPTABLE AS FONT TYPES)	FONT HEIGHT	MAXIMUM NO OF CHARACTERS
Unique Bag Identification Number	11pt	3mm	14
Unique Originating Customer/Customer Identification Number	11pt	3mm	15
Format	13pt	4mm	15
Customer Name	11pt	3mm	
Customer Type indicator	28pt (DSA or AGY) 21pt (DSA/XXX or AGY/XXX) 21pt (CDA/XXX) 8pt ADVM min 8pt	12mm (DSA or AGY) 6mm DSA/XXX or AGY/XXX) 6mm (CDA/XXX) 3mm	(DSA or AGY) 3+3 DSA/XXX or AGY/XXX) 3+3 (CDA/XXX) 6
Destination Office	17pt	7mm	25
Standard Selection Code Name	14pt	5mm	25
Standard Selection Code	14pt	5mm	5
Standard Selection Code Description	14pt	5mm	14
Database Version Indicator (optional)	10pt Oriented 90 degrees	3mm	3
Zonal option Indicator (optional)	Minimum 10pt	3mm	5
Mixed Weight Identifier	17pt	7mm	2

- The following table provides a guide as to the font size and relative font height of the CFL characteristics for Tray labels:

CHARACTERISTIC	FONT SIZE (HELVETICA BOLD AND ARIAL BOLD ARE BOTH ACCEPTABLE AS FONT TYPES)	FONT HEIGHT	MAXIMUM NO OF CHARACTERS
Unique Tray Identification Number	10pt	3mm	14
Unique Originating Customer/Customer Identification Number	10pt	3mm	15
Format	12pt	4mm	15
Customer Name	8pt	3mm	
Customer Type Indicator	28pt (DSA or AGY) 18pt (DSA/XXX or AGY/XXX) 18pt (CDA/XXX) 8pt ADVM min 8pt	12mm DSA or AGY) 6mm (DSA/XXX or AGY/XXX) 6 mm (CDA/XXX) 3mm	(DSA or AGY) 3+3 (DSA/XXX or AGY/XXX) 3+3 (CDA/XXX) 6
Destination Office	16pt	7mm	25
Standard Selection Code Name	14pt	5mm	25
Standard Selection Code	14pt	5mm	5
Standard Selection Code Description	14pt	5mm	14
Database Version Indicator (**optional**)	10pt Oriented 90 degrees	3mm	3
Zonal option Indicator (optional)	Minimum 10pt	3mm	5
Mixed Weight Identifier	16pt	7mm	2

Yours sincerely,

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