

Royal Mail Wholesale

ROYAL MAIL High impact classification of OCR specification requirements – Letter format.

- The specification listed below are classified as ‘High’ operational impact when taken as a single issue.
- If read in isolation, to ensure this information makes sense, the wording of the attributes listed may not be identical to the relevant User Guide product specification.
- The product specifications are under constant review and this document will be changed as and when specifications are amended or removed.
- Royal Mail reserves the right to amend the impact classification. This document will be updated and published,

REQUIRED SPECIFICATION ATTRIBUTE
ADDRESSING
90% or 95% Minimum address and Postcode accuracy
ADDRESSING
Geographic address to comprise of as a minimum, 1 premise element, 1 thoroughfare element, 1 locality element, the postcode as a minimum <ul style="list-style-type: none">- it is recommended that the post town (locality) always be included- mail will be accepted without the postcode but please note if this is missing then a barcode will not be able to be applied
There must be no blank lines within the Delivery Address Block
There must be 1 or 2 character spaces between the outward and inward elements of the postcode
Uniform spacing between all lines of the address, of between 1mm and 4mm (measured from descender to ascender).
Delivery Address Block to be left justified
Postcode must always be in capitals and on the last line of the address
No underlining any part of the Delivery Address Block permitted
Each address element of the Delivery Address Block is on a separate line (exceptions allowed)
When there is an MDI (mailer defined information) above the recipients name, it must either form part of the Delivery Address Block or be 5mm or more away from the top line
Delivery Address Block to remain clear, visible and legible at all times <i>addressee & MDI may tap out to the right and above (see ‘Tap Test’)</i>
≥ 5mm clear zone around the Delivery Address Block
≥ 2mm clear zone between the Delivery Address Block and the bottom, right and left window edges when address printed on an insert
Delivery Address Block must be at least 15mm from the top, left and right edges and at least 18mm from the bottom edge
Delivery Address Block maximum 5° skew
Mailer Defined Information – barcode format is not acceptable
ADDRESS LOCATION & ASSOCIATED CLEAR ZONES
Clear of print, graphics & window material & envelope flap edge - a zone 18mm from the bottom edge and 130 mm from the right edge. This is for Royal Mail route code marking
Clear of print, graphics & window material & envelope flap edge - a zone starting 60mm from the bottom which is 10mm high and stretches 100mm from the right hand edge to the left. This is for Royal Mail tag code marking
No part of the Delivery Address may fall within 40mm of the top of the mail piece (3 exceptions to this)
The Return Address preferred location is on the reverse of the Item. If on the front, it must be totally in an area no more than 40mm from the top of the mail piece
The recipient’s name may be tapped out above and to the right of the window, providing that the remainder of the address is fully visible at all times, and that the recipient’s name taps back into the window

Royal Mail Wholesale

COLOUR & LOGOS
Contrast of 50% (55% where the address / barcode is read through a window)
Envelope colour particularly in the 'Route' and 'Tag' code clear zones to be pale or one of the permitted pantone shades in the Guide for Clear Addressing for Letters
Printing or embossing of security backgrounds, if essential, should be faint, of uniform consistency and be on the inside of the envelope. The contrast factor must not be greater than 10%
DIMENSIONS - MAILPIECE
Maximum weight 100g (For Advertising Mail Multistage items it is 15gms)
Maximum size 240mm x 165mm
Square items maximum size is 165mm x 165mm
Minimum size 140mm x 110mm (Wholesale OCR)
Minimum size 140mm x 90mm (Retail OCR and Retail & Wholesale Barcode)
Square items minimum size is 140mm x 140mm
Maximum thickness 5mm
Minimum thickness 0.25mm
Metallic inserts are not permitted (only staples and paperclips)
Material must be paper based with no aperture windows
Sealed securely on all sides with a tolerance on the sealing flap of 25mm width & 35mm depth for bagged postings
Sealed securely on all sides with a tolerance for DL and C5 envelopes on the sealing flap of 35mm width & 35mm depth for trayed postings
Square and landscape shape permitted with straight edges
Maximum lateral insert movement of 30mm when insert \leq 2mm thick
Maximum lateral insert movement of 20mm when insert is between 2mm - 5mm thick
'ONE PIECE MAILER'
Bottom of the item to be a fold, concertina folding not acceptable
'spots' or a 'strip' of glue to be applied to the three remaining edges
If 'spots' of glue are used - to be a min of 5mm diameter and no more than 10mm apart.
If 'strips' of glue are used - to be a min of 5mm wide
'spots' or 'strips' of glue to be 5mm +/- 2mm from the edges
Paper weight to be equal or greater than 100gsm
The face of paper on which the address is printed must be >85% opaque to prevent any character on the reverse side showing through
Glue must not be brittle or easily broken and must be equal to or greater than 4.5N or fibre tear to be exhibited and must not run out onto the item or produce protruding mounds
If there is a flap on the mailer, it must be glued as above, the minimum fold for a flap is 25mm and it must be 40mm or more from the bottom edge of the item.
If the flap is on the front (same side as Delivery Address Block & indicia) it must not fall into the 'Tag Code' area as referred to under 'Clear Zones'
PAPER ATTRIBUTES
Opacity: Opaque \geq 85%
Porosity: Porosity value less than 700ml/minute
Absorbency: value required 15-35gsm of water in one minute
Reflectance: The background reflectance of the material on which the address is printed must be at least 35% in the red region (600nm) when measured by a spectral reflectometer
Reflectance: Reflective Difference between the mail piece background and the printing reflectance (PR) must be a minimum of 30%
Polythene, plastic or transparent envelopes with apertures are not permitted nor is any outer not made of paper
Paper envelope density no less than 70gsm
Postcard density no less than 200gsm

Royal Mail Wholesale

PAYMENT INDICIA
Indicia design must be printed to specification
PERFORATIONS (Pressure Seal)
The item is produced from a single sheet of paper
Perforations to be on both short sides
The Roulette Tear strip to be on the back of the letter
The longest edge from the indicia must be a fold (bottom edge for Landscape, left side for portrait)
The cut of the Perforated Strip perforations must be set at 1.3mm – 2mm and with a bridge of ≥ 0.8 mm
Only one tear strip is permitted on each letter
Perforation must be placed on the back of the letter (i.e. the side which does not have the Delivery Address and PPI) and must run parallel to the long edge
Perforation must be > 10mm from long edge of letter & must be > 10mm wide
Each cut must be of uniform size
Each bridge must be of uniform size
The 'long' perforation may extend into the 'short' side perforations. If this occurs, it must be securely sealed i.e. the strips totally sealed along their length
The glue must not run outside the mail item or produce protruding mounds
Glue to be fully cured before the mail is presented to Royal Mail
PERFORATIONS (Roulette)
Perforations can only be present on any 3 sides, with only one of those sides being either of the longest sides
Cuts must be rectangular in shape and have a width of ≤ 0.1 mm
Long side perforations must not extend beyond the short side perforations
No other colour must be visible through the perforations in the Tag and Route Codemark Clear Zones
Perforated edges must be securely sealed all round from the perforation to the letter edges
Glue must not run out onto the outside of the mail item or produce protruding mounds
Glue must be fully cured prior to presentation of the mailing to Royal Mail
PERFORATIONS (Zip Ties)
One zip tie on a mail piece
Perforation Must be 'die cut'
Placed on the back of the mail piece (i.e. side opposite to Delivery Address & PPI)
'tear direction' of the Zip strip to be in relation to the payment Indicia
To be located on a flap that is ≤ 40 mm wide
To be positioned ≥ 9 mm from the edge of the flap
Cuts to be rectangular in shape and have a width of ≤ 0.1 mm
Glue used to seal the flap must not run onto the outside of the mail piece or produce protruding mounds
Glue must be fully cured prior to presentation to Royal Mail
TYPEFACE
No handwritten or serif fonts to be used
Each and every line of the Delivery Address Block (including the addressee's name) must be in the same typeface and point size
maximum 5mm spacing between the words in the Delivery Address (excl. MDI)
Positive contract or inverse printing (Delivery Address Block lighter than the background) is not permitted
there should be a contrast between the characters of the Delivery Address and the background on which they are printed of at least 50% (55% if it is to be read through a window) (red on black cannot be read)
WINDOW POSITION, CONTENTS & MATERIAL
The front is defined as the side with the indicia and the Delivery Address
The window position must be at least 15mm from the top, left and right edges of the envelope, and at least 18mm from its bottom edge
The maximum gloss value of the window material must be equal to or less than 150 when measured at 60° in

Royal Mail Wholesale

accordance with ASTM 2457 Standard test method for specula gloss of plastic films
The window haze should be equal to or less than 75% in accordance with ASTM D1003-00 Standard test method for haze of plastic films
No open apertures are permitted
The item inside the envelope must fit securely, and not move around to the point it is no longer visible
The Delivery Address must always be fully visible with a 5mm clear zone around the Delivery Address Block at all times which is free from text, graphics or patterning
The number of windows on a single mail item must not exceed two
The windows must not infringe on any of the clear zones on the mail item
The windows must not exceed 50% of the surface area for one face of the mail item and must appear on the front of the mail item
WINDOWS - REVERSE SIDE TO THE PPI AND DELIVERY ADDRESS BLOCK
The front is defined as the side with the indicia and the Delivery Address
The window on the back must be circular with a maximum diameter of 48mm. The perimeter of the window must be 31 +/- 1mm from the bottom of the envelope and centred along the long edge