



# Machine-readable large letter template guide






(MISC 1311 & MISC 1312)



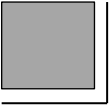
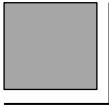
3<sup>rd</sup> October 2016


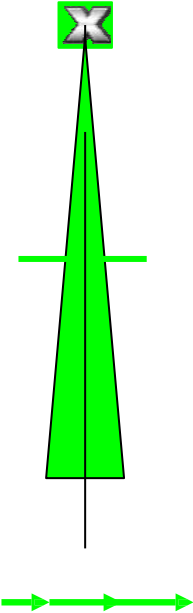
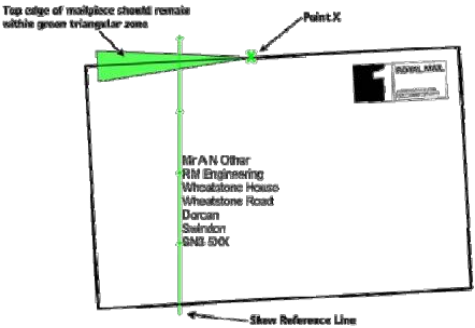
The purpose of this document is to provide a guide on the visual checks which can be done on machine- readable Large Letters and has been divided into two sections, landscape and portrait. To make it as easy as possible to use, please refer to the index on the tool to show the checks required and then follow the checks in numerical order, this document indicates by means of a '✓' or a 'x' which check applies to either, Paper, Unwrapped or poly productss.





Full product specifications are available in the product user guides.

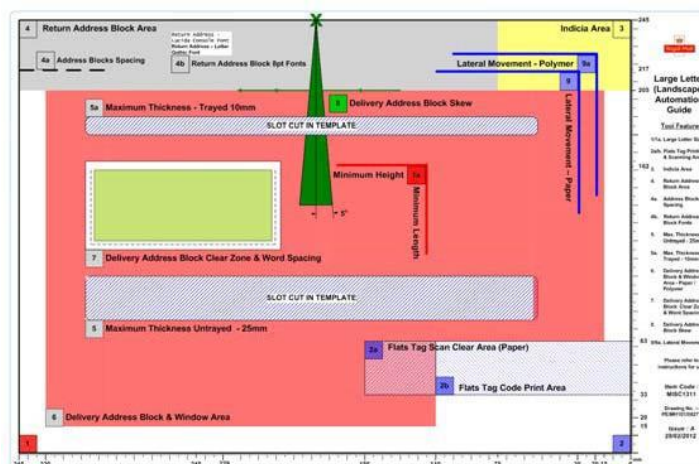
This guide is intended to be used with the plastic templates MISC1311 and MISC 1312




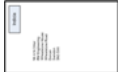
CHECK NUMBER	LANDSCAPE ITEMS PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER or Unwrapped	POLY
<b>1.</b> Length and height of the mail piece 	The minimum size of a Large Letter is; 95mm x 145mm x 0.5mm  Guides contain rulers on both axis to check these dimensions. Measurements need to be taken from 2. Bottom Right corner of the guide.	✓	✓
<b>2.</b> Flats Scan & Print area	No Longer Applies		
<b>3.</b> Indicia Area 	<b>CHECKING THE INDICIA &amp; ITS CLEAR ZONES ARE IN THE CORRECT AREA</b> a. Place the top right corner of the Large Letter into the top right (yellow) corner [3] b. Check that the whole of the Indicia (PPI etc) and its required Clear Zone are within the yellow Indicia Area. c. 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, it's Clear Zone.	✓	✓
<b>4.</b> Return Address Block 	<b>CHECKING THE RETURN ADDRESS, IF ON THE FRONT, IS IN THE CORRECT AREA</b> <b>NB: The Return Address Block must be printed on the reverse of minimum size Large Letters.</b> a. Place the top left corner of the Large Letter into the grey corner [4] b. 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 right to the yellow Indicia Area [3] and down to the top the Delivery Address Block Area) [6]	✓	✓
<b>4a.</b> Return Address Block 	<b>CHECKING THAT THERE IS THE REQUIRED SPACING BETWEEN THE RETURN ADDRESS BLOCK AND THE DELIVERY ADDRESS BLOCK</b> 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]	✓	✓
<b>4b</b> Return Address Block 	<b>CHECKING THAT THE RETURN ADDRESS, WHERE PRINTED ON THE FRONT OF THE LARGE LETTER IS PRINTED USING THE CORRECT FONT.</b> NB. The recommended 8pt fonts are illustrated. a. Using the Return Address Block Fonts [4b] as shown on the tool as a guide, confirm that the Return Address Block has been printed using the correct font.	✓	✓






CHECK NUMBER	LANDSCAPE ITEMS PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER or Unwrapped	POLY
5a. <b>Maximum thickness 10mm</b> 	<b>LARGE LETTERS - CHECKING THAT THE ITEM DOES NOT EXCEED MAXIMUM THICKNESS PERMITTED</b> a. Place the tool on a desk so that the slot [5a] overhangs the desk. b. Hold the tool against the desk <sup>1</sup> and slide the Large Letter into the slot [5a]. c. Mail that is too thick will not fit through the slot [5a]. <b>Please note</b> that a Large Letter that goes through the slot with a little pull/push is acceptable provided that both the Large Letter and the print are undamaged	✓	✓
6 <b>Delivery Address Block</b> 	The Delivery Address block is shown on the guide as the pink central area (6). Please ensure that your entire Delivery address falls within this area.	✓	✓
7.1 <b>Delivery Address Block Clear Zone</b> 	<b>CHECKING THERE IS A CLEAR ZONE AROUND THE ADDRESS BLOCK</b> 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	✓	✓
7.2 <b>Delivery Address Block - Word spacing</b> 	<b>CHECKING THE SPACING OF WORDS IN THE ADDRESS BLOCK ARE CORRECT</b> 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 < 5mm (measured between the extremities of adjacent characters).	✓	✓

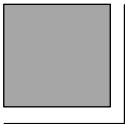
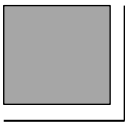
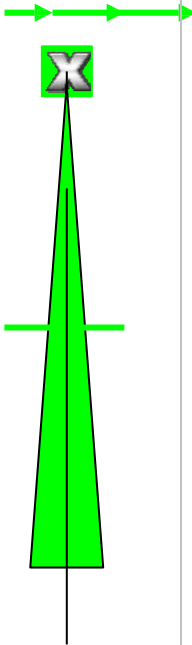
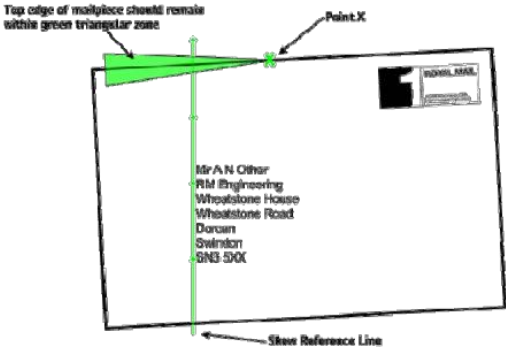
CHECK NUMBER	LANDSCAPE ITEMS	OUTER	
		PAPER or Unwrapped	POLY
<b>7.3</b> <b>Delivery Address Block - Line spacing</b> 	<p><b>CHECKING THE SPACING OF THE LINES IN THE ADDRESS BLOCK ARE CORRECT</b></p> <p>Using the Delivery Address Block Clear Zone &amp; Word Spacing [7] feature as a guide, ensure that the spacing between all of the lines within the Delivery Address Block is always &lt; 4mm (measured between the extremities of the letters of adjacent lines).</p>	✓	✓
<b>8.</b> <b>Skew - Delivery Address Block</b> 	<p><b>CHECKING THE SKEW OF THE DELIVERY ADDRESS BLOCK IS ACCEPTABLE</b></p> <p>Window envelopes must be prepared for skew measurement as follows :-</p> <ol style="list-style-type: none"> <li>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.</li> <li>Then lightly hold the bottom right corner and tap the opposite top left corner to induce the maximum amount of insert skew.</li> </ol> <p>The procedure for using the tool to measure the Delivery Address Block Skew on both Window and Non-Window envelopes is as follows :-</p> <ol style="list-style-type: none"> <li>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].</li> <li>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.</li> <li>Check that the top reference edge of the Large Letter remains within the triangular green Area.</li> </ol> 	✓	✓

CHECK NUMBER	LANDSCAPE ITEMS PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER or Unwrapped	POLY
<p>9. PAPER</p> <p>Lateral Movement - Paper</p> 	<p><b>CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN PAPER ENVELOPES</b></p>  <ol style="list-style-type: none"> <li>Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter.</li> <li>Place the top right corner of the Large Letter Insert into the inner (blue) Lateral Movement (Paper) corner [9].</li> <li>Check that the Large Letter envelope does not extend beyond the top and right borders in the top right corner [3].</li> </ol> <p><b>Please note:</b> 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.</p>	✓	✗
<p>9. POLY</p> <p>Lateral Movement - Paper</p> 	<p><b>CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN POLYMER ENVELOPES / POLWRAPPED ITEMS</b></p>  <ol style="list-style-type: none"> <li>Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter.</li> <li>Place the top right corner of the Large Letter Insert into the inner (blue) Lateral Movement (Polymer) corner [9].</li> <li>Check that the Large Letter envelope or wrap does not extend beyond the top and right borders in the top right corner [3].</li> </ol> <p><b>Please note:</b> 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.</p>	✗	✓







CHECK NUMBER	<b>PORTRAIT ITEMS</b> <b>PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.</b>	OUTER	
		PAPER or Unwrapped	POLY
<b>1.</b> <b>Length and height of the mail piece</b>  	<b>The minimum size of a Large Letter is;</b>  <b>95mm x 145mm x 0.5mm</b>  <b>Guides contain rulers on both axis to check these dimensions. Measurements should be taken from (2) the bottom right corner of the guide.</b>	✓	✓
<b>2. Flats Scan &amp; Print area</b>	<b>No Longer Applies</b>		
<b>3.</b> <b>Indicia Area</b>  	<b>CHECKING THE INDICIA &amp; 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)</b>  a. Place the top right corner of the Large Letter into the top left (yellow) corner [3]  b. Check that the whole of the Indicia (PPI etc) and its required Clear Zone are within the yellow Indicia Area.  c. 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..	✓	✓
<b>4.</b> <b>Return Address Block</b>  	<b>CHECKING THE RETURN ADDRESS, IF ON THE FRONT, IS IN THE CORRECT AREA</b> <b>NB: The Return Address Block must be printed on the reverse of minimum size Large Letters.</b> <b>(orientate the mail piece and the template into portrait position so that the PPI is in the top right)</b>   a. Place the top left corner of the Large Letter into the red corner [1]  b. 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).	✓	✓

CHECK NUMBER	<b>PORTRAIT ITEMS</b> <b>PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.</b>	OUTER	
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<b>4a.</b> <b>Return Address Block</b> 	<b>CHECKING THAT THERE IS THE REQUIRED SPACING BETWEEN THE RETURN ADDRESS BLOCK AND THE DELIVERY ADDRESS BLOCK</b> 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]	✓	✓
<b>4b</b> <b>Return Address Block</b> 	<b>CHECKING THAT THE RETURN ADDRESS, WHERE PRINTED ON THE FRONT OF THE LARGE LETTER IS PRINTED USING THE CORRECT FONT.</b> NB. The recommended 8pt fonts are illustrated. Using the Return Address Block Fonts [4b] shown on the tool as a guide, confirm that the Return Address Block has been printed using the correct font.	✓	✓
<b>5a.</b> <b>Maximum thickness 10mm</b> 	<b>LARGE LETTERS - CHECKING THAT THE ITEM DOES NOT EXCEED MAXIMUM THICKNESS PERMITTED</b> a. Place the tool on a desk so that the slot [5a] overhangs the desk. b. Hold the tool against the desk <sup>1</sup> and slide the Large Letter into the slot [5a]. c. Mail that is too thick will not fit through the slot [5a]. <b>Please note</b> that a Large Letter that goes through the slot with a little pull/push is acceptable provided that both the Large Letter and the print are undamaged	✓	✓
<b>6</b> <b>Delivery Address Block</b> 	The Delivery Address block is shown on the guide as the pink central area (6). Please ensure that your entire Delivery address falls within this area.	✓	✓
<b>7.1</b> <b>Delivery Address Block Clear Zone</b> 	<b>CHECKING THERE IS A CLEAR ZONE AROUND THE ADDRESS BLOCK</b> a. Using the Delivery Address Block Clear Zone [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 or Unwrapped	POLY
<b>7.2</b> <b>Delivery Address Block - Word spacing</b> 	<b>CHECKING THE SPACING OF WORDS AND LINES IN THE ADDRESS BLOCK ARE CORRECT</b>  Using the Delivery Address Block Clear Zone [7] feature as a guide, ensure that the spacing between all of the words within the Delivery Address Block is always < 5mm (measured between the extremities of adjacent characters).	✓	✓
<b>7.3</b> <b>Delivery Address Block - Line spacing</b> 	<b>CHECKING THE SPACING OF THE LINES IN THE ADDRESS BLOCK ARE CORRECT</b>  Using the Delivery Address Block Clear Zone [7] feature as a guide, ensure that the spacing between all of the lines within the Delivery Address Block is always < 4mm (measured between the extremities of the letters of adjacent lines).	✓	✓
<b>8.</b> <b>Skew - Delivery Address Block</b> 	<b>CHECKING THE SKEW OF THE DELIVERY ADDRESS BLOCK IS ACCEPTABLE</b>  Window envelopes must be prepared for skew measurement as follows :- a. 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. b. Then lightly hold the bottom right corner and tap the opposite top left corner to induce the maximum amount of insert skew.  The procedure for using the tool to measure the Delivery Address Block Skew on both Window and Non-Window envelopes is as follows :- c. 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]. d. 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. e. Check that the top reference edge of the Large Letter remains within the triangular green Area.#  	✓	✓



CHECK NUMBER	PORTRAIT ITEMS PLEASE NOTE: for poly items, the dimensions include the outer wrapping and this must be taken into account when doing the checks.	OUTER	
		PAPER or Unwrapped	POLY
<b>9. PAPER</b>  <b>Lateral Movement - Paper</b> 	<b>CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN PAPER ENVELOPES</b>   <ol style="list-style-type: none"> <li>Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter.</li> <li>Place the top right corner of the Large Letter Insert into the inner (blue) Lateral Movement (Paper) corner [9].</li> <li>Check that the Large Letter envelope does not extend beyond the top and right borders in the top right corner.</li> </ol> <p><b>Please note:</b> 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.</p>	✓	✗
<b>9. POLY</b>  <b>Lateral Movement - Paper</b> 	<b>CHECKING THAT THE LATERAL MOVEMENT OF THE LARGEST INSERT IS ACCEPTABLE WITHIN POLYMER ENVELOPES / POLWRAPPED ITEMS</b>   <ol style="list-style-type: none"> <li>Tap the Large Letter until the insert is positioned in the bottom left corner of the Large Letter.</li> <li>Place the top right corner of the Large Letter Insert into the inner (blue) Lateral Movement (Polymer) corner [9].</li> <li>Check that the Large Letter envelope does not extend beyond the top and right borders in the top right corner.</li> </ol> <p><b>Please note:</b> 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.</p>	✗	✓

