



**QUALITY ASSURANCE  
MAILPIECE & PRINTING ACCREDITATION - FORM B2  
ENVELOPE MANUFACTURERS, MAILING HOUSES & PRINTERS**

|                    |                     |  |
|--------------------|---------------------|--|
| <b>1</b>           | <b>YOUR DETAILS</b> |  |
|                    | COMPANY             |  |
|                    | 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>OCR</b> |            |
|           | Please find enclosed 210 fully addressed, filled and sealed mail pieces with the appropriate indicia. It is strongly recommended that for OCR products you use address samples which have 3,4,5+ lines and also that you select addresses which have the longest lines. |            |            |
|           | I intend to use more than one size or design and have enclosed 10 samples of each.  | <b>No</b>  | <b>Yes</b> |
|           | I would like my sample items returned. If I select 'no' these items will be destroyed as 'confidential waste'.  | <b>No</b>  | <b>Yes</b> |

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Registered number 4138203. Registered office at 185 Farringdon Road, LONDON, EC1A 1AA

|               |  |     |    |
|---------------|--|-----|----|
| <b>3</b>      | <b>ACCREDITED ENVELOPE MANUFACTURER, MAILING HOUSE OR PRINTER DETAILS</b>  |     |    |
|               | I would like my details as an 'accredited' supplier to be placed on <a href="http://www.royalmailtechnical.com">www.royalmailtechnical.com</a> | Yes | No |
|               | Envelope Manufacturer  |     |    |
|               | Mailing House  |     |    |
|               | Printer  |     |    |
|               | COMPANY  |     |    |
|               | ADDRESS  |     |    |
|               |  |     |    |
|               |  |     |    |
|               | POST TOWN  |     |    |
|               | POSTCODE   |     |    |
|               |  |     |    |
|               | CONTACT NAME   |     |    |
|               | TELEPHONE NUMBER   |     |    |
| EMAIL ADDRESS |  |     |    |

|          |                        |  |        |
|----------|------------------------|--|--------|
| <b>4</b> | <b>SAMPLE ITEMS</b>    |  |        |
|          | SAMPLE ITEMS ENCLOSED  |  | Yes No |
|          | NUMBER OF SAMPLE ITEMS |  |        |
|          | PRINT NAME             |  |        |
|          | SIGN                   |  |        |
|          | DATE                   |  |        |

|          |   |
|----------|---|
| <b>5</b> | <b>POST TO</b><br><b>ACCREDITATION CO-ORDINATOR</b><br>Royal Mail<br>Drake House<br>Breakwater Road<br>Plymstock<br>PLYMOUTH<br>PL9 7HW |
|----------|---|

|          |  |
|----------|--|
| <b>*</b> | <b>PLEASE NOTE</b><br>We will keep 2 samples for our own records for reference in the event of any future queries. |
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