

HOW TO IMPROVE THE QUALITY OF YOUR MAIL

STEP 4

Complete your collection receipt

First Post will provide you with a Collection Receipt document.

Please fill this in and insert it in your First Post pouch so that we can determine the volume and type of mail that you are sending.

We will provide you with an electronic copy of this document so you can make more copies.

NOTE:

Remember to sign and date your Collection Receipt before putting it into the mail pouch.

STEP 5

Take your mail to the mail Exchange

If you are an existing Legal Post customer, you will be familiar with the exchange network.

If you do not know where your nearest mail exchange is, please call us on the number below.

Make sure you separate your Legal Post mail from your First Post mail and we will do the rest!

Example of suitable addressed layout

Mr A Smith
100 Sample Road
Sample Town
Sampleshire
SA1 12AP



Examples of unsuitable address layout:

Mr Bakim Hamull
Flat 3
63 firsbury Court
London
NW



Mrs G McIntyre
Smith & Probert Ltd
East End Trading Estate
Glasgow
G36 3NE Ref: SAP007



Mrs A West
25 Wyatt Street
Rowley
West Midlands
B79 8AB



Dear Mrs A West
The attached cheque is a
refund of the agency

STEP 6

Drop your mail into First Post tray

Place your First Post pouch into the designated boxes within the Exchange and we will then deliver your mail.

Collection times vary from between 5pm—7pm and we offer a 2 day definite delivery service with a 3 day delivery service to England.

Still a bit confused? Don't be! We have a team of professionals here to help you. Call our Customer Liaison Team on the number below and ask to speak with the First Post team.



First Post
MAIL SOLUTIONS

Mail solutions with your business in mind

T: 01383 826777

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STEP 1

Is your letter machineable?

Any item that is defined as a letter (DL or C5) or a large letter (C4) can be sent provided that:-

- ✓ It is less than 100g
- ✓ It is less than 5mm thick
- ✓ It is flexible enough to be bent into an S-shape
- ✓ The envelope is paper based in a cream, white or a light pastel colour
- ✓ It meets the address font and layout criteria explained in Steps 2 and 3
- ✓ It is not wrapped in polypropylene or cardboard

Letter (DL & C5) sizes:-

	Min	Max
Length (mm)	140	240
Height (mm)	90	165
Thickness (mm)	0.25	5
Weight (g)	2	100

Large Letter (C4) sizes:-

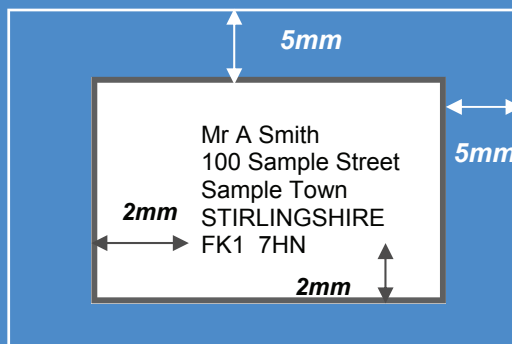
	Min	Max
Length (mm)	241	330
Height (mm)	166	240
Thickness (mm)	1	4
Weight (g)	2	100

STEP 2

Is your address machine readable?

To ensure a 95% read-rate of your addressed mail, there are two important requirements:-

- A Good quality printed address**
- ✓ The address should be typed using fonts such as Arial or Times Roman.
 - ✓ The font should be in 10 or 12 point.
 - ✓ Printed by a high quality laser printer.
 - ✓ Fonts should be black on white, cream or buff
- B Complete, correct address**
- ✓ Full address details with two part postcode
 - ✓ Postcode detailed separately in uppercase on the bottom line
 - ✓ Address must be left justified
 - ✓ Address not skewed
 - ✓ **2mm clear gap** between the address and edge of window box
 - ✓ **Clear area of 5mm** around the outside of the address window.



STEP 3

Do you have correct envelope layout?

The envelope layout consists of the address zone, indicia zone and clear zones. Please use the template in your Welcome Pack to ensure the correct envelope layout. **WE RECOMMEND YOU USE WINDOW ENVELOPES. Please put your Legal Post address on the BACK of the envelope.**

