

how to prepare your franked Mail



GREAT BRITAIN
Franking marks: red, in the top right-hand corner
000000000001
POSTAGE PAID

In case mail is undeliverable, include a **return address** on your envelopes. It can be part of your franked mark or on the back of your mail.

REMINDER

Speak to your Franking Manufacturer / Supplier - they will help ensure your return address or 'slogan block' complies with the latest specifications.

If incorrect, your mail could be delayed or returned to you.

Envelopes and packets of different sizes, shapes and colours can be franked by using **labels** to give a clear and legible mark.

Labels are available from your Franking machine supplier.

Franking marks must be printed in **red ink** unless you are using Cleanmail® products - which should be **blue**.

Franking marks must be clear, complete and printed in the top right-hand corner of your mail.

Have you missed the last collection or preparing mail to post tomorrow?

Items can easily be franked in advance, just forward the date on your machine and set it to the next day.

Mail must be postmarked with the date it is posted or collected on as part of the presentation requirements.

Setting your machine

Always do a test print before you begin by setting your machine to £0.00. This will ensure your machine has enough ink - illegible marks could mean your mail is delayed or surcharged.

Set the correct price and check time & date before you start printing.

MR A SAMPLE
1 SAMPLE STREET
SAMPLE TOWN
SOMEWHERE
AB1 2SS

Return Address:
SAMPLE BUSINESS

Return Address:
SAMPLE BUSINESS

Return Address:
SAMPLE BUSINESS
2 SAMPLE STREET
SOMEWHERE
AB1 2SS



This is a graphical representation of how Franked mail should look. For actual specifications please visit the Royal Mail website.



Your mail will get to its destination quicker and with less handling if you prepare it correctly. Your Royal Mail Franking Licence means you need to familiarise yourself and comply with the terms Royal Mail Scheme for Franking Letters and Parcels 2008 and follow the rules on preparation of your mail.

Come and visit us:

www2.royalmail.com/franking/helpcentre