

INTRODUCTION

Clients supplying their own envelopes must do so in accordance with Melbourne Mail Management envelope production specifications & Australia Post requirements

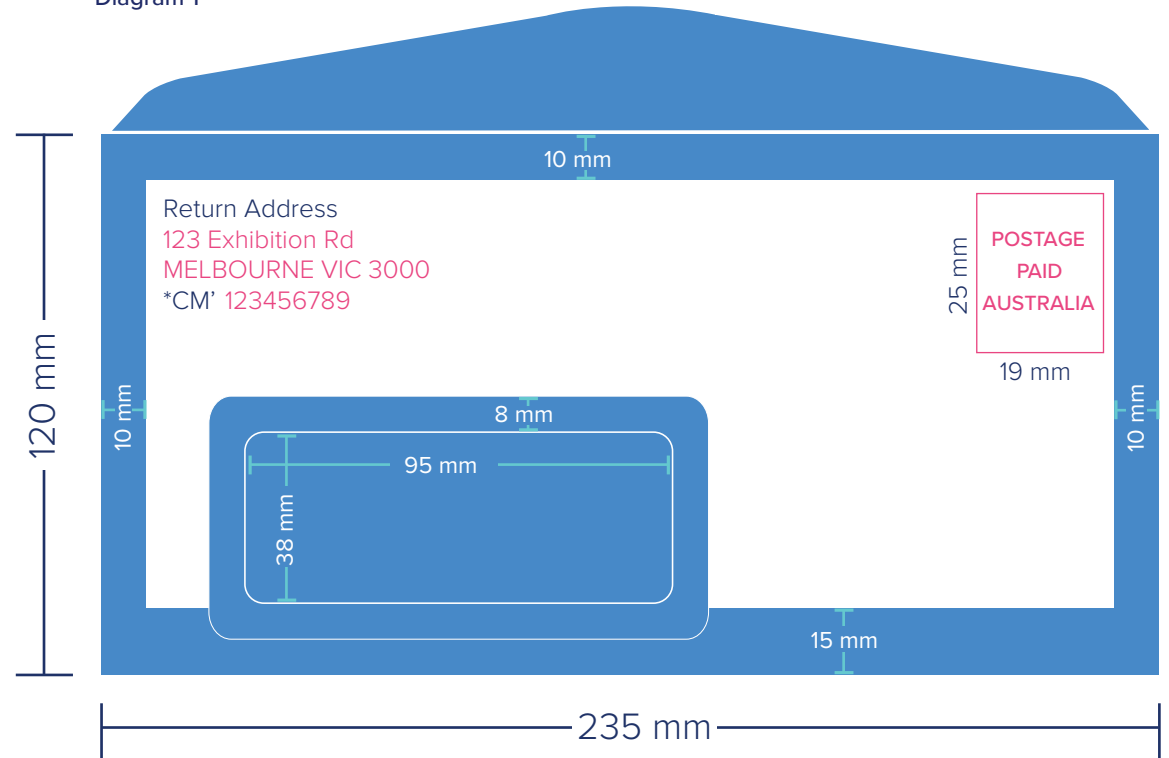
Australia Post Requirements (refer to diagram 1)

- ✓ Return Address
- ✓ Postage Paid Insignia
- ✗ No artwork within shaded area
- ✓ *Charity Mail number printed (if applicable)

Production Requirements

- ✓ DLX (120 x 235mm)
- ✓ Inkjet compatible stock
- ✓ Lick & Stick (seal type)
- ✓ Banker (flap type)
- ✓ Barcoded Window Face (if applicable)

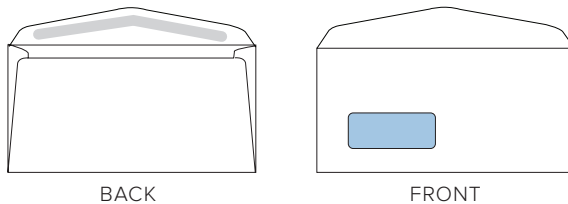
Diagram 1



NO ARTWORK IN THE SHADED AREA

Two minimum requirements for presort postage are:

- Must contain the Postage Paid Australia insignia which is at least 19 x 25mm and no larger than 26 x 40mm
- A return address, which is displayed in a clear easy to read font that is no further than 40mm from the top left hand corner.



BACK

FRONT

