

The Mailshop Mailing Limited

Envelope Insertion Specification Guide

February 2018



1. Tolerances for Envelopes.

For mechanically enclosed envelopes the following specification must be followed. Should the tolerances fall below this the item may not be able to run on machinery and/ or additional charges may apply.

7mm inside left edge

7mm inside right edge

10mm open edge -after item(s) have been enclosed.

CORRECT - left and right

7mm tolerance.



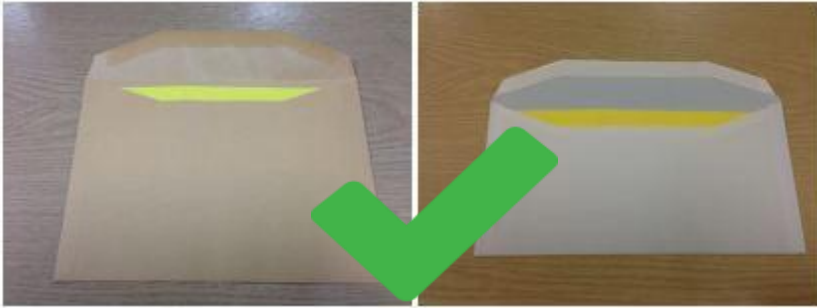
INCORRECT - left and right

Only 1mm tolerance.



CORRECT – Open Edge

10mm tolerance after insertion.



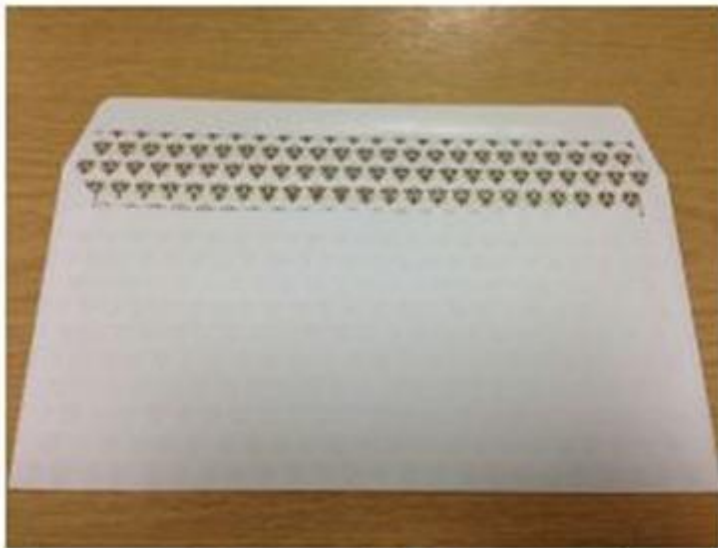
INCORRECT – Open Edge

Only 2mm tolerance after insertion.



2 OCR/CBC Envelope flap.

In order to pass the CBC or OCR specification the envelope needs to be sealed within 25mm of the edge.



This specification is enforced by Royal and when processed via DSA.

To achieve this specification, we recommend a straight flap with outside seems.
We make every effort to be able to seal all the way to the edge, however the above flap allows us the tolerances in the machine enclosing to ensure mail is not rejected by your chosen postal carrier.

Without the above, we cannot guarantee you postal discounts will apply, and your mail could be reverted.

3 Window.

Windows need to be designed to ensure all the information that is required by your carrier is shown, the full address details and postcode.

OCR specifications need to follow and reviewed separately.

The minimum size window we can accept to follow CBC/OCR specifications is 90mm wide by 50mm deep.

Without the above, we cannot guarantee you postal discounts will apply, and your mail could be reverted.

4 Glue Strip.

This must be at least 10mm in depth to ensure a good seal with our water wheels.

If glue strips are less than this, we cannot guarantee the seal.