

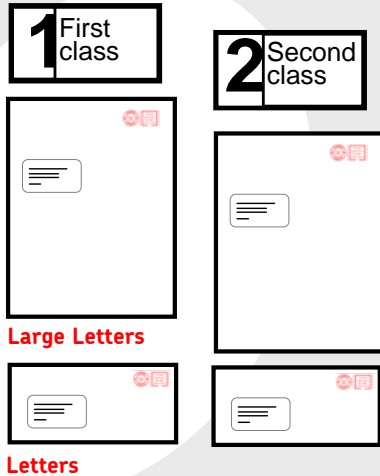
how to prepare franked mail for **Posting or Dropping off**

Having your mail collected? See our 'how to prepare Franked mail for collection' guide

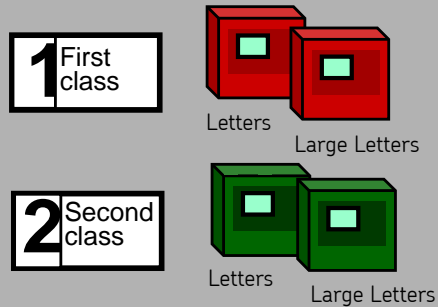


Letters

Separate by service and size

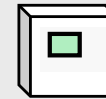


Put your letters into the appropriate Pouches, keeping classes and sizes separate - No need to tie your mail with elastic bands or string.



International

Use white pouches for International (Airmail) mail.

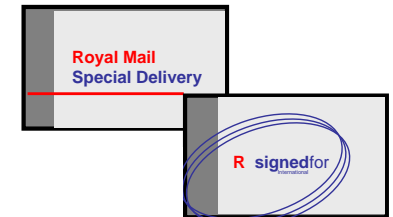


To order pouches visit www.royalmail.com/mailsupplies

Pouches can hold up to 200 Letters or 45 Large Letters

REMINDER

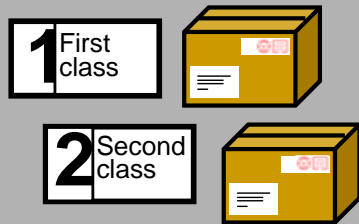
Your Franked **Special Delivery™** and **International Signed For™** mail must be kept separate and handed to Post Office® branch or Enquiry Office staff to ensure you get the service you have paid for.



This mail must not be put in bags, pouches or posted in Post Boxes.

Packets (only)

Separate by service



Place your items in bags, labelled by service



Secure with First or Second Class ties.

To order bags visit: www.royalmail.com/mailsupplies

Where to Post your Franked mail

Post Office® branches, Royal Mail Delivery Offices & Mail Centres and Business Post Boxes®.

Post mail in the area shown and on the date franked



For more details about your local posting sites go to www2.royalmail.com/franking/helpcentre

This is a graphical representation. 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