



PremierSort

Specification

It's our business to deliver yours



PremierSort specification

Our requirements do give you greater flexibility but we do ask you to ensure your mail meets the criteria detailed here so we can process your mail quickly and accurately.

Size

Any item defined as a letter (DL/C5) or a large letter (C4) can be sent through TNT Post for sortation provided it meets the following criteria.

	Minimum		Maximum	
	Letter (DL/C5)	Large Letter (C4)	Letter (DL/C5)	Large Letter (C4)
Length - mm	140	241	240	330
Height - mm	90	166	165	240
Thickness - mm	0.25	1	5	4
Weight - g	2	2	100	100

Address format

- All lines of the address must be justified left.
- The extremities of the address block must be at least 5mm away from the edge of the label or window.
- Excessively skewed addresses cannot be read.
- Punctuation should be avoided if possible.

Return address

A return address is required on every mail item so undeliverable mail can be returned quickly to you. This allows you to update your database and target your audience more effectively.

Indicia

We can accept both pre-printed envelopes with the post indicia and blank envelopes – these are automatically printed on sortation. We can also provide you with a range of indicia to support both transactional and direct marketing mailings. Here is an example.



Clear zones

You need to leave the following areas clear of markings:

- 5mm around the address.
- 18mm from the bottom edge.
- 115mm from the right edge and 70mm from the bottom edge.
- 115mm from the right hand edge and 10mm high with the zone's top edge starting 70mm from the bottom edge of the item.
- No part of the address should fall within 40mm of the top of the item.

Fonts and print formats

As a general rule, addressing which has been previously sent via Royal Mail as OCR readable will be acceptable. A full list of suitable font types and sizes are available from TNT Post on 0808 262 0808.

Paper colour

The most suitable colours for envelopes are white, cream or buff. Other colours are possible as long as they are light or pastel shades.

Mail presentation

Mail must be presented un-banded, facing in the same direction and the correct way up in the mail trays provided by TNT Post

Flexibility

Items must be flexible enough to bend into an 'S' along the longest edge for it to pass through our machines.

Non-machineable items

We cannot process:

- Polywrap, plastic or window envelopes without plastic film
- Enclosed inflexible items e.g. coins, pens and keys etc.

Paper weight

- Envelopes – min 70gsm
- Postcards – min 200gsm with a min thickness of 0.25mm

Sealing

- We cannot process metal clips and staples.
- Items must be sealed on all sides.

Window envelopes

- The window position must be at least 15mm from the left hand edge and at least 18mm from its bottom edge.
- The maximum gloss value of the window should be 150 when measured at 60° in accordance with ASTM 2457.
- The window haze should not exceed 75% in accordance with ASTM D1003.
- The item must fit inside the envelope securely with the address always fully visible.

If you have a complaint, in the first instance please call Customer Services on 0808 262 0808. If you feel we have not solved your problem, or you need free, independent help or information, you can contact Postwatch on 08456 013265, e-mail info@postwatch.co.uk, write to FREEPOST or visit www.postwatch.co.uk

Applicable to PremierSort and PremierSort Flex.

For further enquiries and more detailed information please contact TNT Post on 0808 262 0808.