

Mailing Instructions

Make your own Meter Posting Envelopes for posting small quantities of franked mail

Franked mail items must be placed inside a Meter Posting Envelope in order to be sent through Royal Mail post boxes on the same day

If you do not have an official Meter Posting Envelope, please take the following steps to adapt a plain C4 envelope.

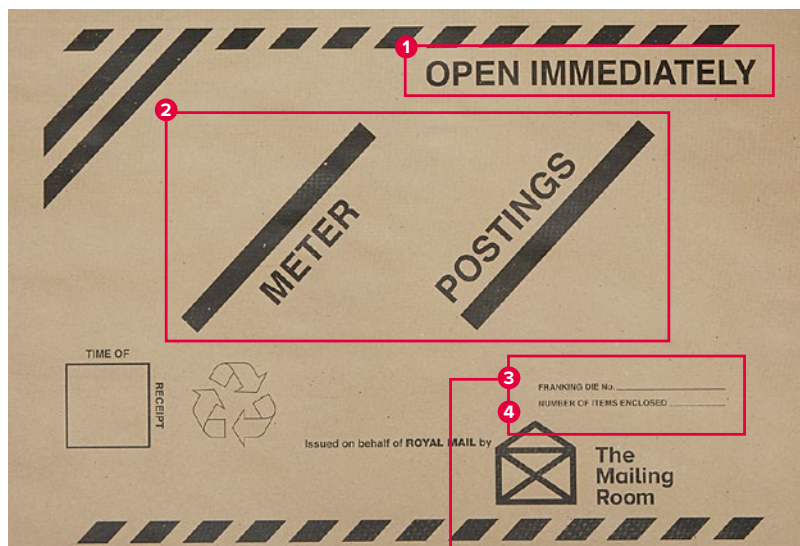
The envelope image on the right and the steps below illustrate how you should mark-up your plain envelope.

- 1 Write 'OPEN IMMEDIATELY;' clearly in the top right hand corner of the envelope.
- 2 Draw **two lines** in the middle of the envelope and write '**METER POSTINGS**'
- 3 On the bottom right of the envelope write: '**FRANKING DIE NUMBER:**' and next to this, write your designated franking die number. This can be found on the printed stamp on your franked mail (see ref image right).
- 4 Write: '**NUMBER OF ITEMS ENCLOSED:**' and state quantity of mail inside.

IMPORTANT!

- Ensure you separate the mail by class
- No more than 30 items in an envelope

Below is an example of an official Meter Posting Envelope. The parts you **MUST** include on your home made version are outlined in **red**.



Locating your franking die number



Authorised independent inspector and maintainer of franking machines

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The Mailing Room