impress distribute

Keep Clear Zone

4.25cm

5.25cm

Postal Address Position
- Between 4 to 7 lines long
- 32 characters long per line
- Last line valid UK postcode format

2.1cm

3.3cm

6.03cm

5.9cm

11.03cm

Post town identification:

This part indicates the post town, the county, and the post code.

- The post code must appear on the last line of the address for national shipment (or penultimate line of the address for international shipment).
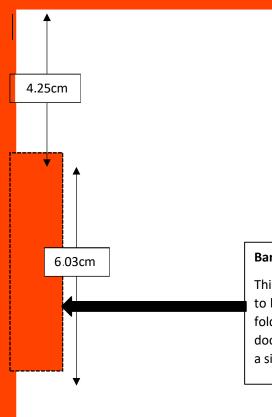
Country identification:

- The country name, which is mandatory for international delivery, must always be on a separate line at the end of the address.

Example of value U.K. mail address:

Mr. Walter C. Brown
49 Featherstone Street
London
EC1Y 8SY

Example of value international mail address (Italy):

Sig. Giovanni Masci
via Garibaldi 27
47037 RIMINI RN
ITALY

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4.25cm

6.03cm

1.45cm

Barcode Position

This area is reserved for the barcode to be used by the distribution house folder inserter used for inserting documents into a single envelope for a single recipient.

Edge to edge printing reserved area

Width: 0.5cm

Distribute produces a blank border so no edge-to-edge printing can occur on the document.