

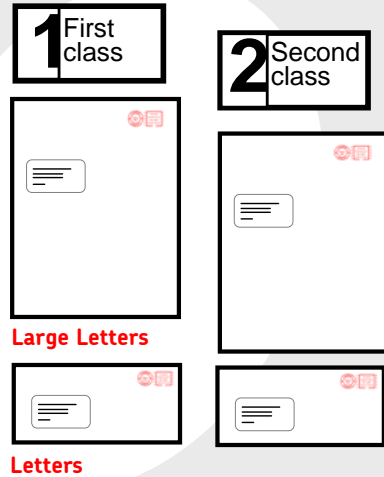
how to prepare franked mail for **Collection**

Posting or dropping off your mail? See our 'how to prepare Franked mail for Posting or Dropping off' guide



Letters

Separate by service and size



Sending a lot of mail - over 150 Standard or 40 Large Letters - use trays

No need to use elastic bands or string

Please place letters upside down with the franking mark facing the front.

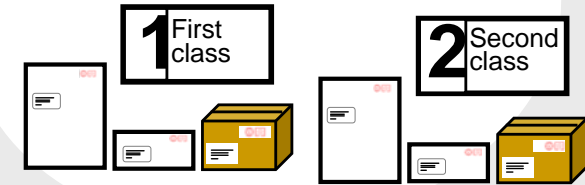
Large Letters facing upwards with the Franking mark in the same corner



You can order trays, free of charge at: www.royalmail.com/mailsupplies

When sending less

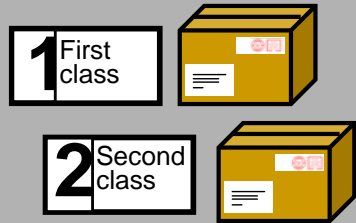
Separate your mail by Class and Size, ready for collection - our Customer Collection driver will do the rest.



You can order low volume envelopes from your approved manufacturer / supplier.

Packets only

If you have a lot of packages, use bags and 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

REMINDER

Keep your Franked **Special Delivery™** and **International Signed For™** mail separate and hand it to your Collections Driver to ensure you get the service you've paid for.



Do not put in Trays or bags

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.



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