

## Outgoing Mail Guide

It has been brought to our attention that outgoing mail is still not being presented correctly or counted in some sections. This may result in your mail NOT being collected on that day until it has been properly presented causing a delay in your mail going out.

- Full address with post code
- In bundles of Flex or Flex Large or All Sort or All Sort Large etc as per the mail chitty which is attached for your information and use
- Complete a chitty making sure your Section, Location and Count of bundles is noted (please note that if your Section and Location is not noted on the Chitty your mail WILL NOT be sent out as we do not know who to recharge mail costs to)

Mail types are as follows:-

First Sort – Typewritten Full Address with Post Code – slim DL or C5 envelope – (no sellotape) with the address fully shown in the window of the envelope or if using labels the label should be placed where the window would be on DL or C5 envelope – NOTE: for First Sort the address must be within the **Scotland Central Belt** area

Flex – Typewritten Full Address with Post Code – slim DL or C5 envelope – (no sellotape) with the address fully shown in the window of the envelope or if using labels the label should be placed where the window would be on DL or C5 envelope

Flex Large - Typewritten Full Address with Post Code – slim A4 envelope – (no sellotape) with the address fully shown in the window of the envelope or if using labels the label should be placed where the window would be on A4 envelope

All Sort – Full Address with Post Code - slim DL or C5 envelope – address is handwritten or full address not shown in the window of the envelope, or if using labels the label is placed in the centre or is too high or low, or sellotape is used to seal the envelope, or the envelope is unable to bend

All Sort Large - Full Address with Post Code – slim A4 or bulky DL or C5 envelope – address is handwritten or full address not shown in the window of the envelope, or if using labels the label is placed in the centre or is too high or low, or sellotape is used to seal the envelope, or the envelope is unable to bend

All Sort Packet or Parcel - Full Address with Post Code – these depend on size and weight – address is handwritten, or sellotape is used to seal Packet or Parcel

Recorded Delivery label should NOT be put at the top right of DL or C5 envelopes as this is where the franking imprint goes.

**For your information and use** please find below Guides for Addressing Mail Guide, Recorded Delivery Label Guide and Outgoing Mail Slip (Chitty)

# Flex Quality DL / C5 / C4



Return Address



Mr A.N.Other  
33 Another Street  
Another Town  
Anothershire  
ML5 4EF

Return Address



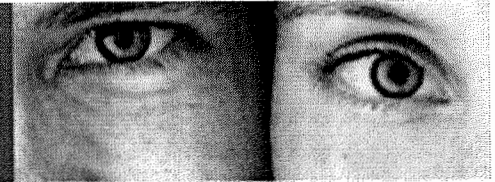
Mr A.N.Other  
33 Another Street  
Another Town  
Anothershire  
ML5 4EF

Return Address




Mr A.N.Other  
33 Another Street  
Another Town  
Anothershire  
ML5 4EF

# Flex Quality DL / C5 / C4



Return Address


Mr A.N.Other  
33 Another Street  
Another Town  
Anothershire  
ML5 4EF

**TNT** | post 

Recorded Delivery  
Label - HERE

Return Address


Mr A.N.Other  
33 Another Street  
Another Town  
Anothershire  
ML5 4EF

**TNT** | post 

Recorded Delivery  
Label - HERE

Return Address

Mr A.N.Other  
33 Another Street  
Another Town  
Anothershire  
ML5 4EF

**TNT** | post 

Recorded Delivery  
Label - HERE

|                          |  |
|--------------------------|--|
| SECTION:                 |  |
| FIRST SORT:              |  |
| FLEX:                    |  |
| FLEX LARGE:              |  |
| ALL SORT:                |  |
| ALL SORT LARGE:          |  |
| ALL SORT PACKET:         |  |
| ALL SORT PARCEL:         |  |
| ALL SORT AIR MAIL:       |  |
| ROYAL MAIL 1ST CLASS:    |  |
| ROYAL MAIL 2ND CLASS:    |  |
| RECORDED DELIVERY:       |  |
| RECORDED DELIVERY LARGE: |  |

|                          |  |
|--------------------------|--|
| SECTION:                 |  |
| FIRST SORT:              |  |
| FLEX:                    |  |
| FLEX LARGE:              |  |
| ALL SORT:                |  |
| ALL SORT LARGE:          |  |
| ALL SORT PACKET:         |  |
| ALL SORT PARCEL:         |  |
| ALL SORT AIR MAIL:       |  |
| ROYAL MAIL 1ST CLASS:    |  |
| ROYAL MAIL 2ND CLASS:    |  |
| RECORDED DELIVERY:       |  |
| RECORDED DELIVERY LARGE: |  |

|                          |  |
|--------------------------|--|
| SECTION:                 |  |
| FIRST SORT:              |  |
| FLEX:                    |  |
| FLEX LARGE:              |  |
| ALL SORT:                |  |
| ALL SORT LARGE:          |  |
| ALL SORT PACKET:         |  |
| ALL SORT PARCEL:         |  |
| ALL SORT AIR MAIL:       |  |
| ROYAL MAIL 1ST CLASS:    |  |
| ROYAL MAIL 2ND CLASS:    |  |
| RECORDED DELIVERY:       |  |
| RECORDED DELIVERY LARGE: |  |

|                          |  |
|--------------------------|--|
| SECTION:                 |  |
| FIRST SORT:              |  |
| FLEX:                    |  |
| FLEX LARGE:              |  |
| ALL SORT:                |  |
| ALL SORT LARGE:          |  |
| ALL SORT PACKET:         |  |
| ALL SORT PARCEL:         |  |
| ALL SORT AIR MAIL:       |  |
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| ROYAL MAIL 2ND CLASS:    |  |
| RECORDED DELIVERY:       |  |
| RECORDED DELIVERY LARGE: |  |