

PLEASE NOTE:

The mail piece can be no larger than this template, and no smaller than the Minimum Envelope size.

The address text must be parallel to the longest side of the envelope.

The envelope must be of an approved colour and paper weight (minimum 140gsm). See the Addressing and Layout Guide for clarification.

The preferred location for the return address and company logo is in the top left hand corner of the envelope.

Any additional text to the right of, or below the address text, must be either:

- 16pt or over
- 6pt and under.

PermitPost impression must be in the top right hand corner, (top left hand corner for re-usable envelopes) and no larger than 40mm high by 74mm wide.

Please refer to the Addressing and Layout Guide for full information on Addressing Guidelines and Layout Standards.

An approved font with no kerning is to be used (font must not be bold or italic script). Variation to this by prior approval only.

- | Minimum spacing of 0.3 mm required between letters eg. **ti** not **t i** or **ti**
- Gap of at least 1mm between ascenders and desenders in the address block

Maximum height 12pt font

Minimum height 10pt font

