

A4 Letter Mailing Design Guidelines

Here at imail we want to make it even easier for you to get your letters out the door quickly & effectively.

We've put together a simple guide taking you through the step by step process to ensure your important text fits in correctly with imail's printing system.

Page 1 & 2 - focuses on the front & back of the first sheet of your mailing document. Page 2 also explains the placement of the new 2D barcode, which will be on the reverse of every sheet i.e. side 2, 4,6,8 etc...

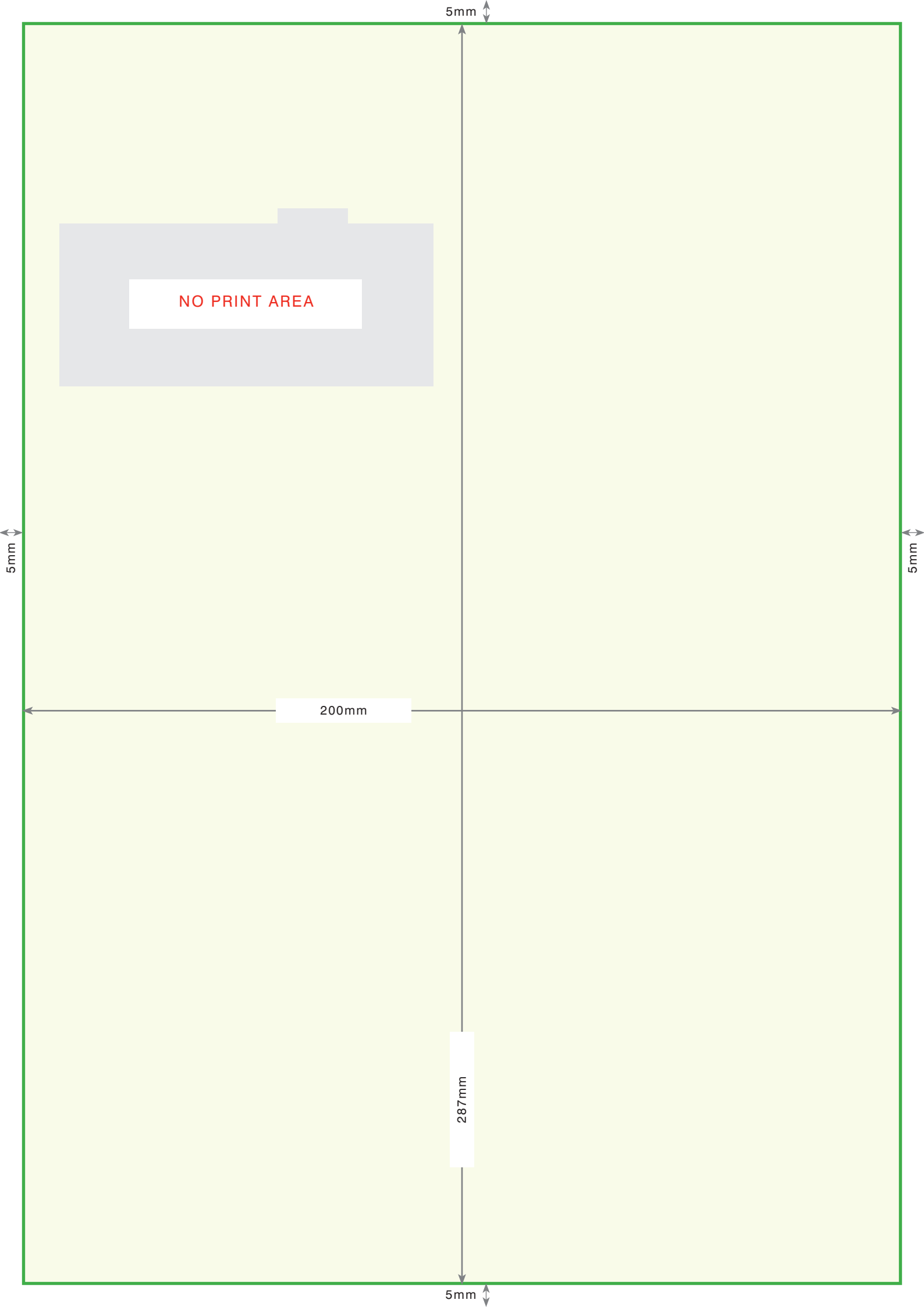
Page 3 - if your mailer holds more than one sheet, this page will talk you through every odd page of your document. There's now no need to accommodate your mailing for the OMR mark as this has now been removed!

Page 4, 5 & 6 - covers the exact size and positioning of the address details and 2D barcode for your mailing document.

Page 7,8 & 9 - if you're uploading your own letterhead, these pages will show you exactly where your text will need to go in order to fit in with the imail printing process.

Just a few important points to remember; we don't print edge to edge so every page will have a 5mm no print area around the edge of the page. When submitting your artwork through imail, you wont need to submit your A4 letter with tick marks, crop marks or registration marks.

With our simple guideline you'll be a pro in no time!



NO PRINT AREA

200mm

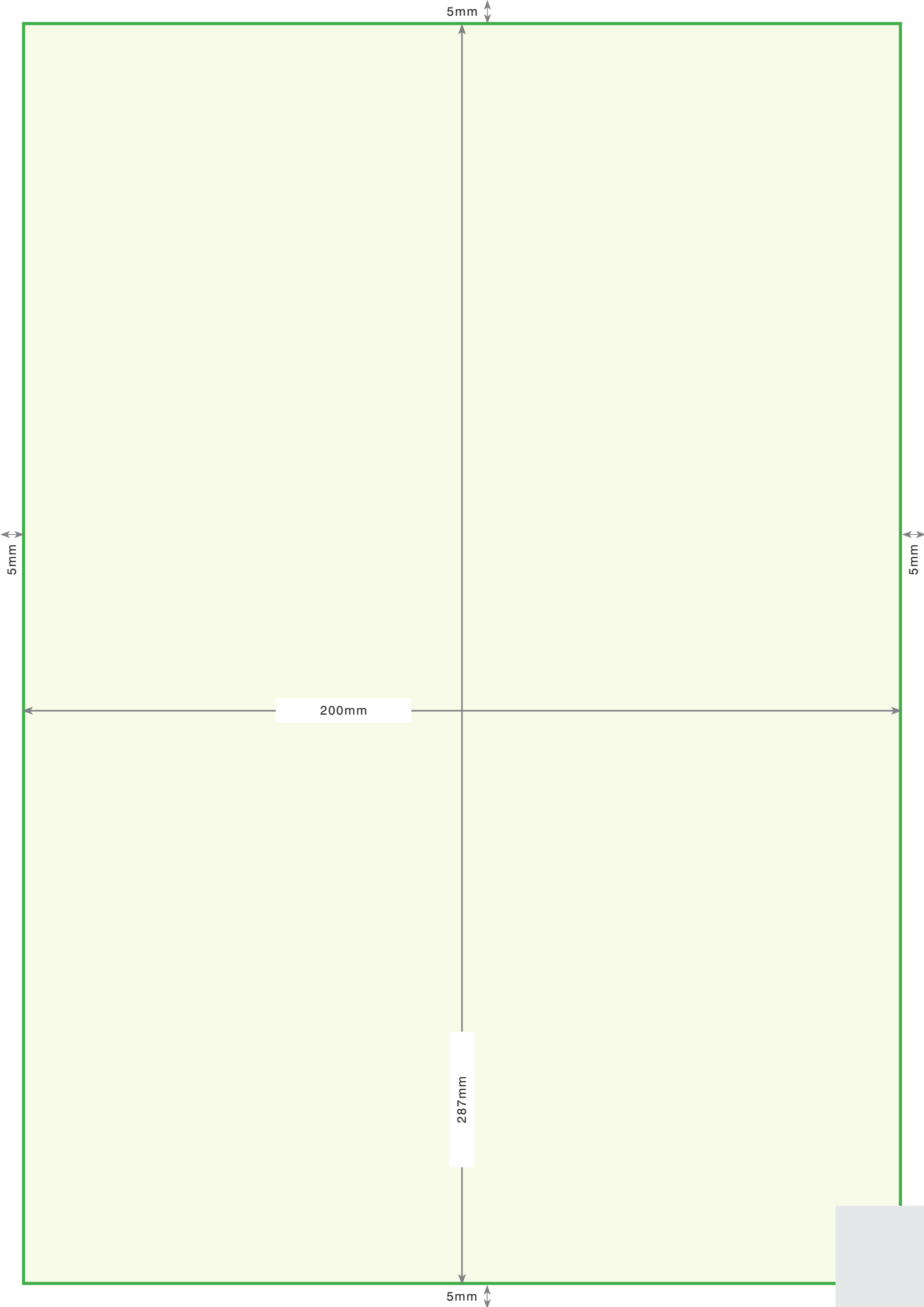
287mm

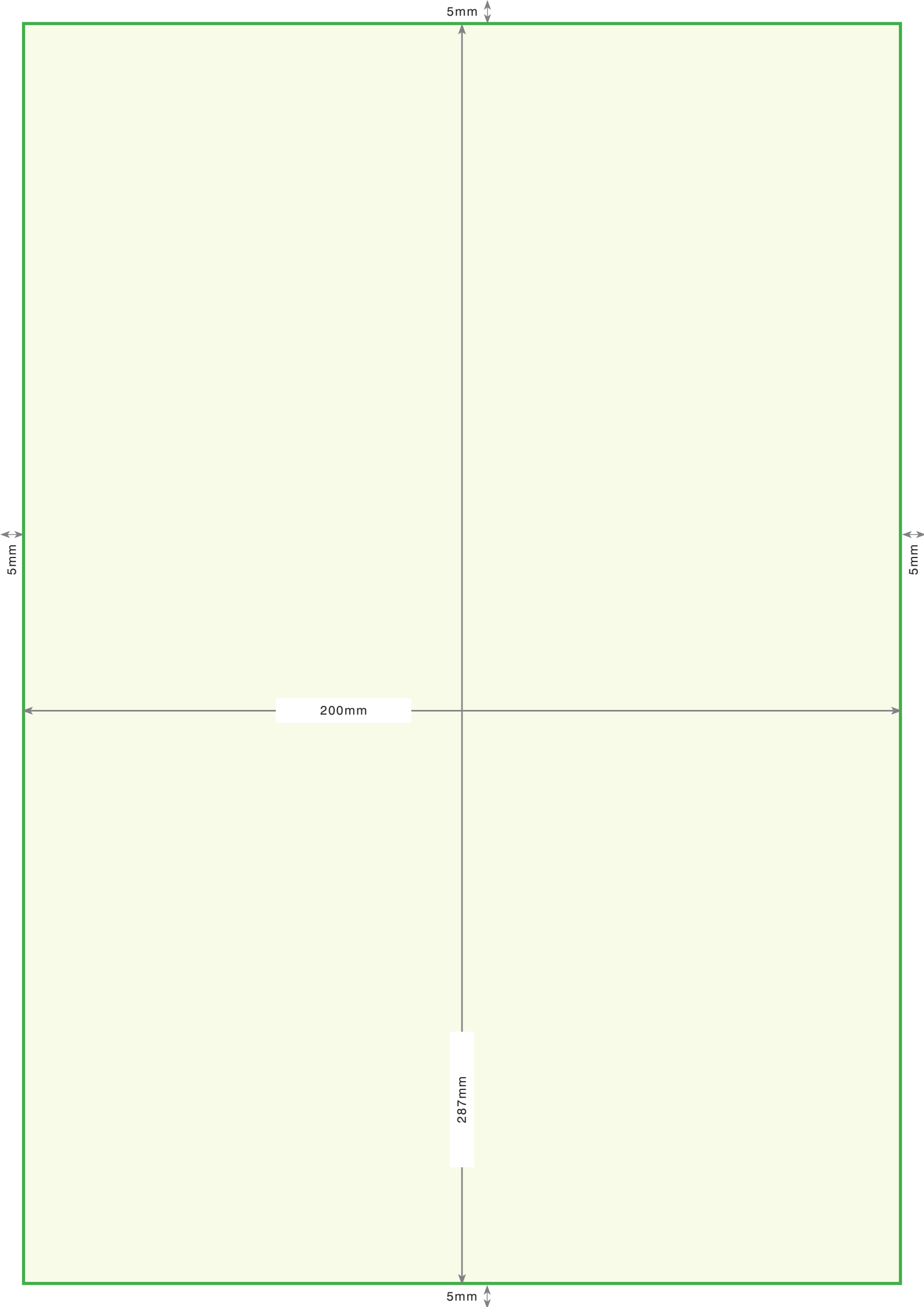
5mm

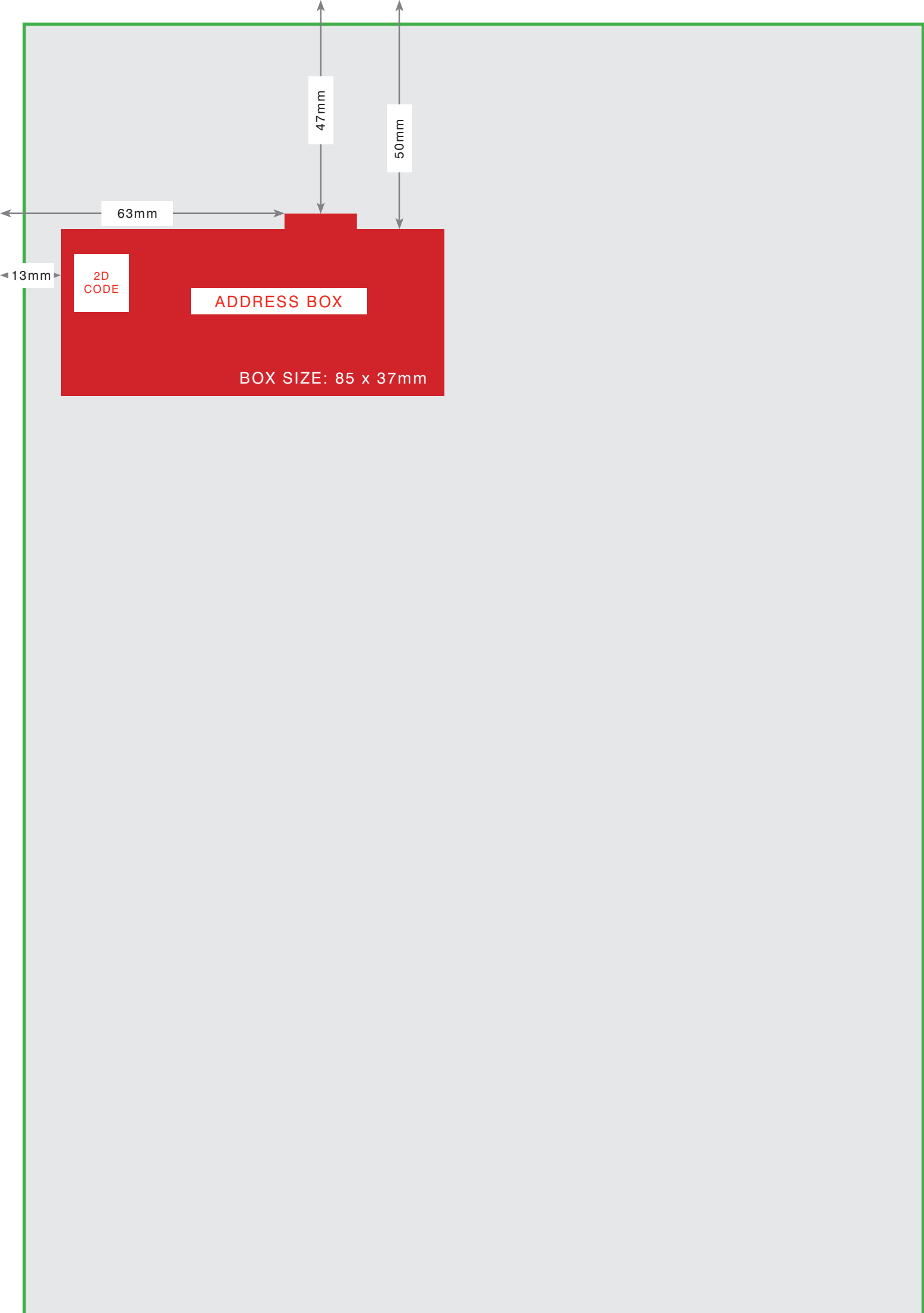
5mm

5mm

5mm







2D
CODE

ADDRESS BOX

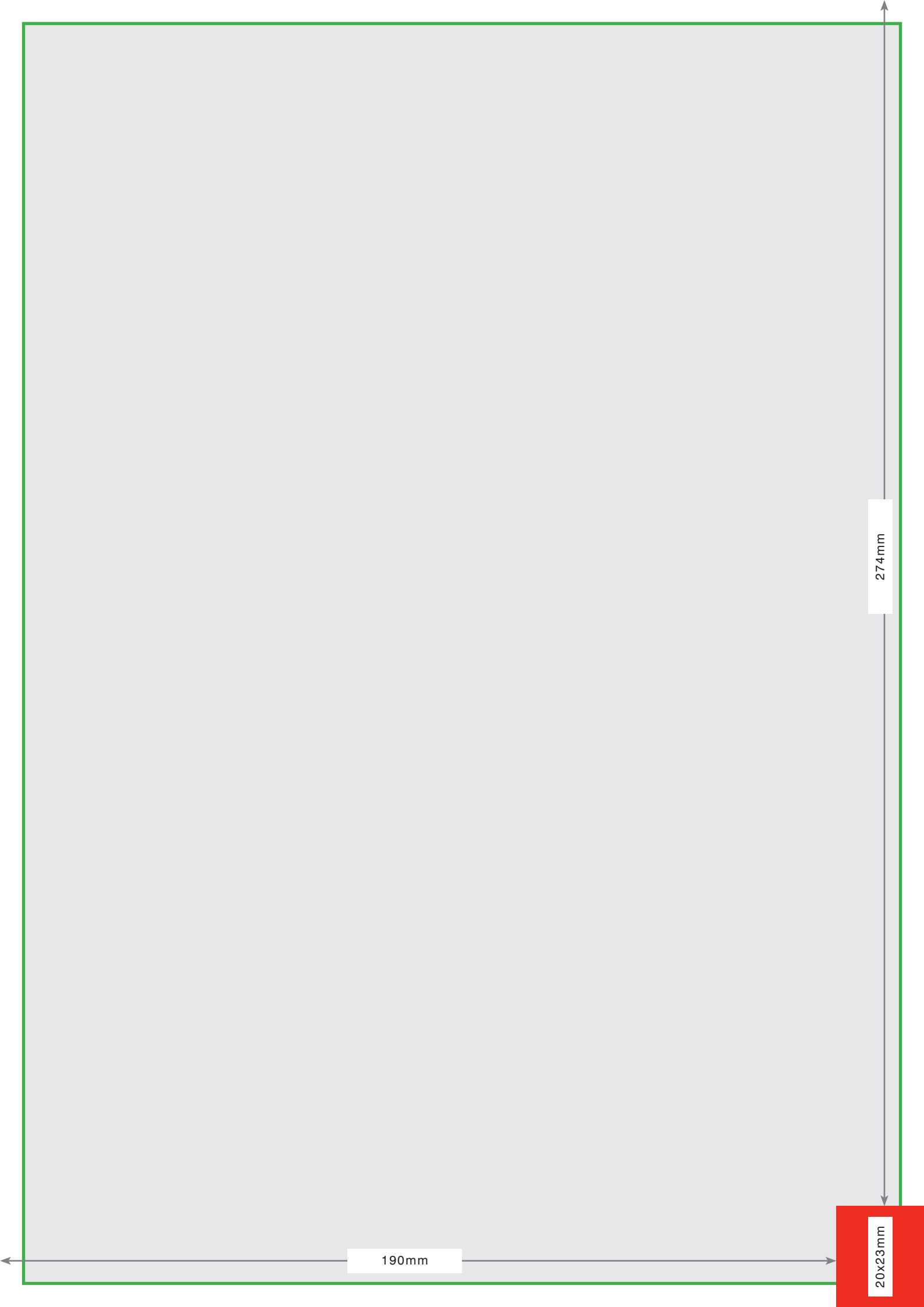
BOX SIZE: 85 x 37mm

63mm

13mm

47mm

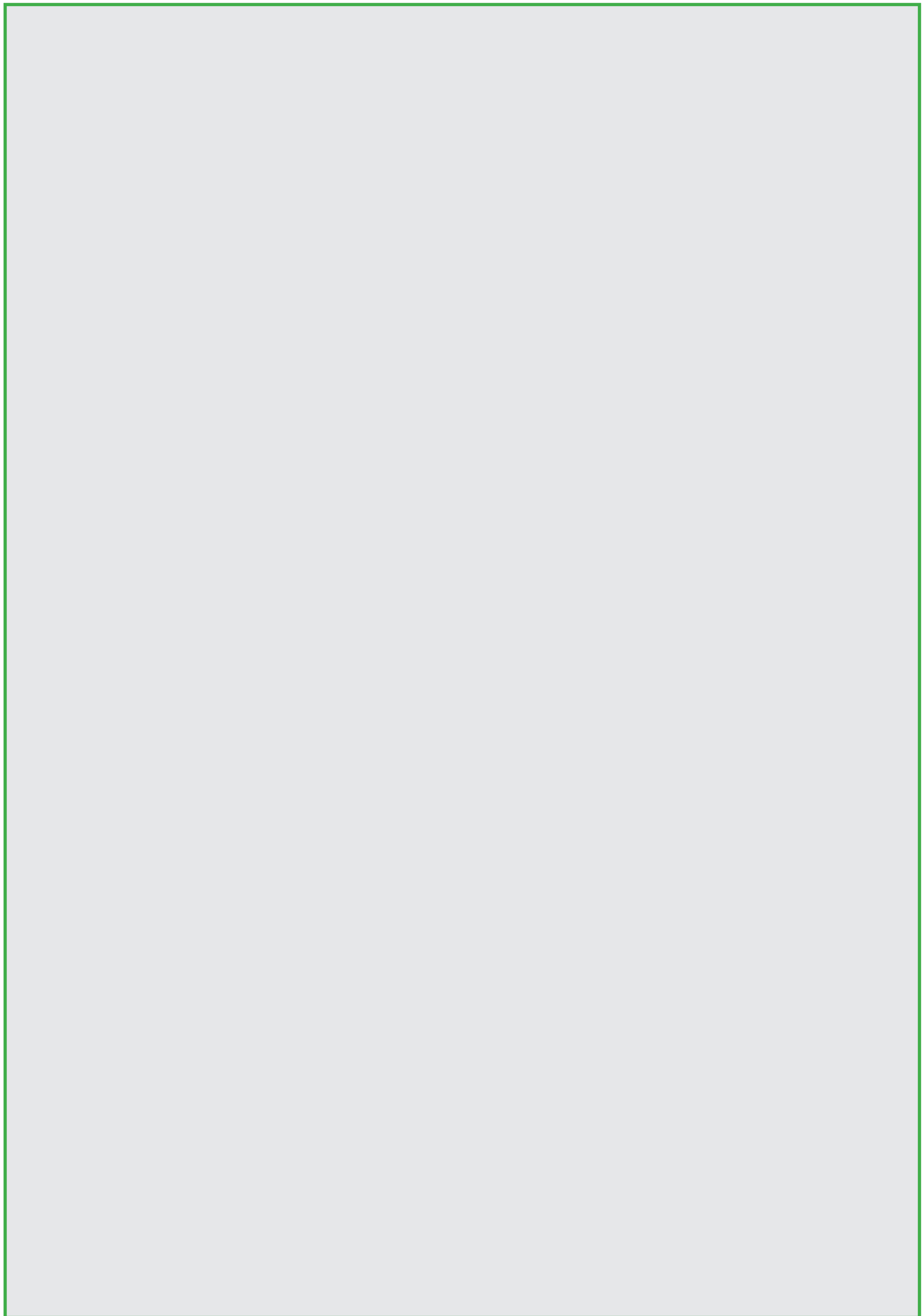
50mm



274mm

190mm

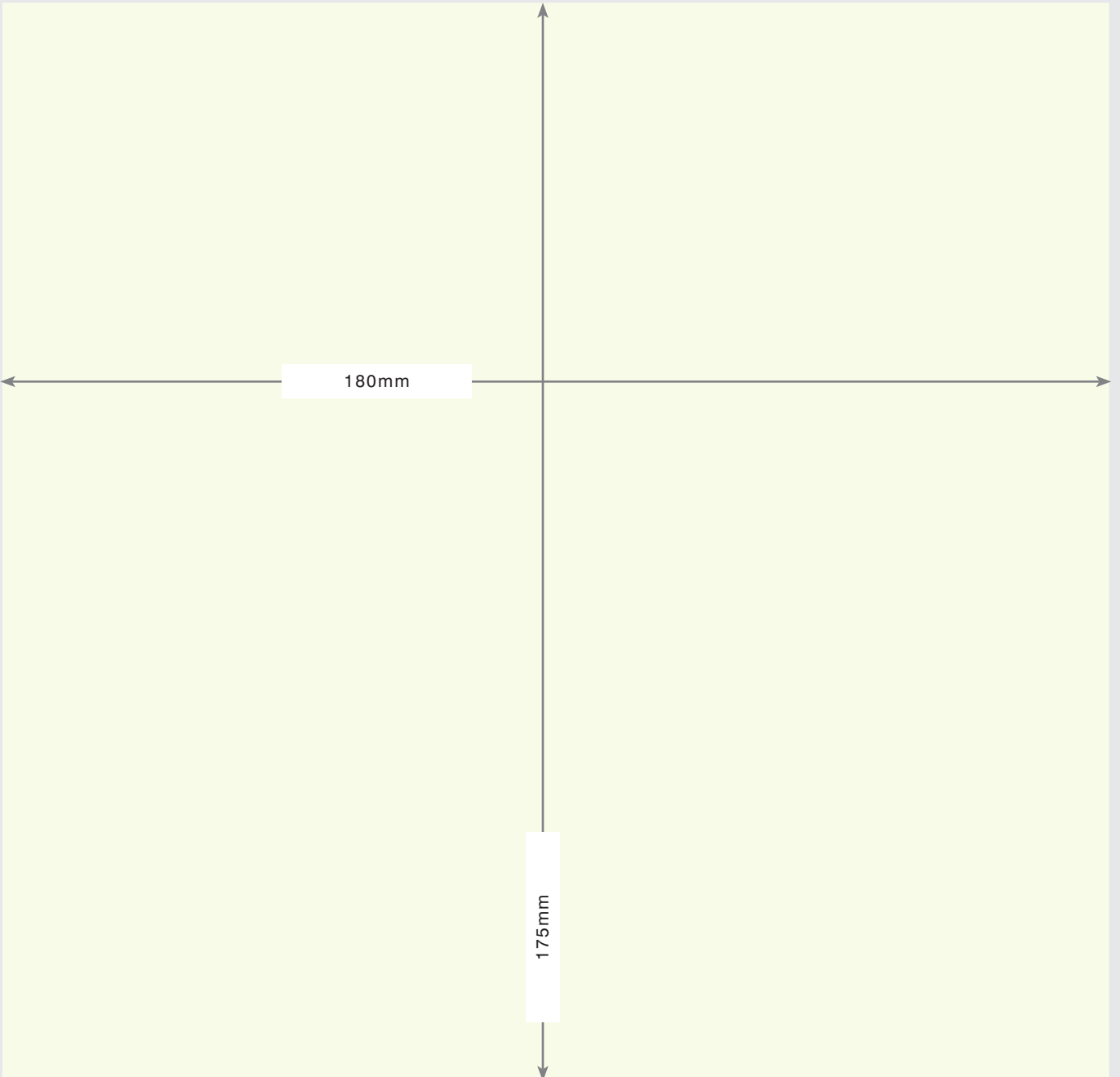
20x23mm

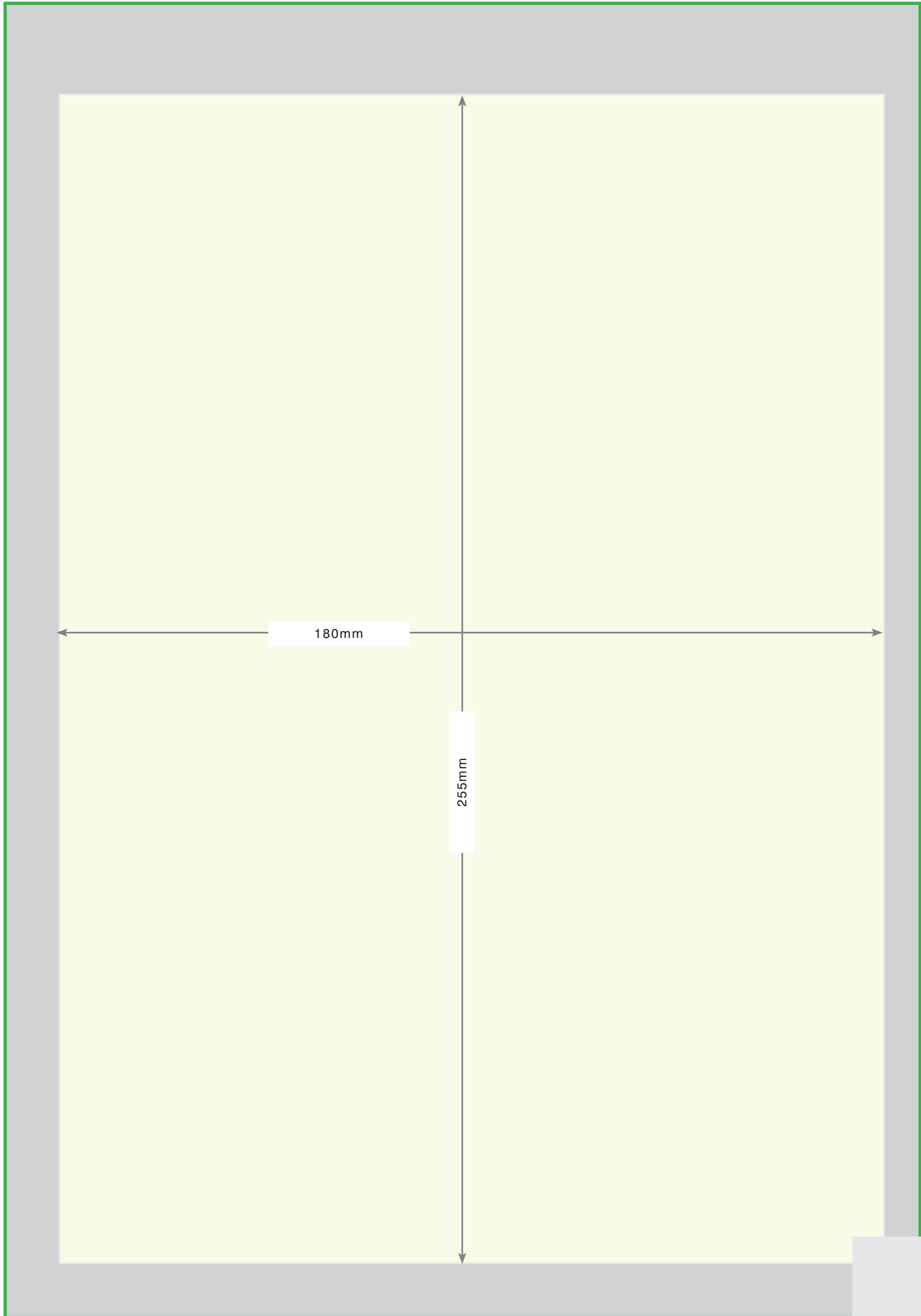


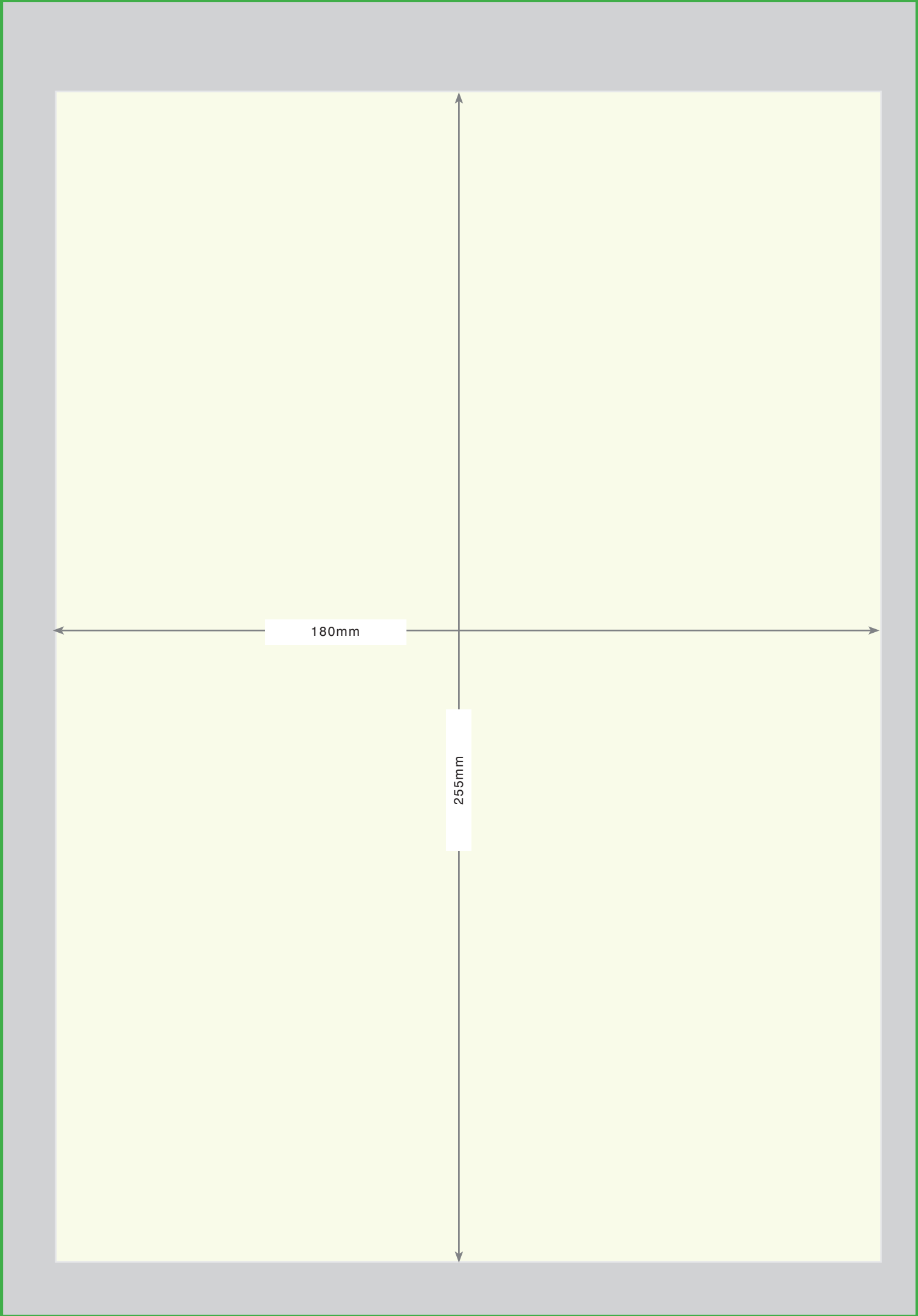
NO PRINT AREA

180mm

175mm







180mm

255mm