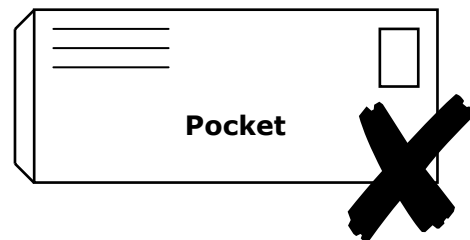
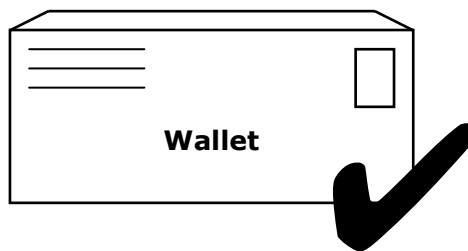


MAILING DO'S AND DON'TS

We have compiled a brief list of useful hints to help your job run smoothly. Please take a moment to read this.

ENVELOPE SPECIFICATIONS

All envelopes must be **lick & stick / machine sealable, wallets** - ie with the **flap on the long edge**.



- If mailing DL (99 x 210mm) inserts
- use DL-E (114 x 224mm) or DL-X (120 x 235mm) envelopes.
- If mailing A5 (210 x 148mm) inserts
- use C5 (162 x 229mm) envelopes.
- If mailing A4 (297 x 210mm) inserts
- use C4 (229 x 324mm) envelopes.
- Remember to include a "Postage Paid Australia" imprint plus a return address
- these are necessary for us to apply to Australia Post for AdPost discount for you.

We will be pleased to quote and supply your mailing envelopes.

LASER PRINTING

- If you wish to send out a personalised letter, please ensure that you supply your letterhead. This should be on laser compatible bond.
- We will also need a signature, this may be supplied by email, on PC disk or as hard copy. For best reproduction quality use black ink on plain white paper.
- You will need to supply letter text either on disk or email.
- We will proof your letter to you for approval prior to production.



POSTCARDS

- We are able to ink jet print addresses directly onto postcards supplied.
- As with envelopes, postcards must include the postage paid imprint and your return address.
- Must be oblong in shape - the length must be at least 1.414 times the width.
- To qualify for small letter postal rate the postcard may not be larger than 130 x 240mm.

DELIVERY OF STOCK

All stock for your mailing should be sent to:

**B&C Mailing
Unit D, 515-511 Botany Road
Alexandria NSW 2015**

It is very important that **ALL** the boxes are clearly marked with:

- **YOUR COMPANY NAME AND LOCATION**
- **DESCRIPTION OF CONTENTS - I.E. LETTERHEADS, BROCHURES, LEAFLETS**
- Please ensure sufficient quantities for the job and also advise us of deliveries before they arrive!

-

SUMMARY

We know that your mailing is important to you and hope that this information is of help.

However, these are general tips and should you need more advice relating to your specific job please do not hesitate to contact us.

Thanking you.

B&C Mailing Pty Limited
Unit D, 511-515 Botany Road
Alexandria NSW 2015
Australia

Telephone: 02 9310 3033
Facsimile: 02 9319 4722
E-mail: sales@bcmail.com.au