MAILING INFORMATION

To sort your address files accurately and get the highest tier of discount from the Royal Mail, you will need to supply your data in the following format:

FIELD 1 =   REFERENCE
FIELD 2 =   NAME
FIELD 3 =   ADDRESS 1
FIELD 4 =   ADDRESS LINE 2
FIELD 5 =   ADDRESS LINE 3
FIELD 6 =   TOWN
FIELD 7 =   COUNTY
FIELD 8 =   POSTCODE

Unless stated otherwise, all our quotations are based on receiving **one mailing list per publication**. Multiple lists will require multiple sorts and will incur extra cost. A charge will be made if lists need to be merged or manipulated.

Before you format your data file, you'll need to factor in the characteristics of our machinery:

- We have 8 print heads on our Domino Inkjet Head; each prints one line of the address.
- we can print a reference no. above the address block
- Blank address lines are removed when the data is processed through Royal Mail software unless the data supplied is already processed, in which case the blank address lines need will need to be removed by the customer.

For further information on exporting from a database or preparing your lists in this format, contact our mailing specialists via your Production Partner on 01727 848440.

EXAMPLE

Sample of a Spreadsheet or Database File

Reference	Name	Address 1	Address 2	Address 3	Town	County	Postcode
AL4563	John Smith	Director	Bolts Ltd	Unit 6, The Ride	York	Yorkshire	YO15 8HD
ZY5123	David Bird	Manager	Universal Ltd	20 East St	Newtown	Bucks	DE1 8AD
HGF432	Richard Jackson	Driver	Kev's Coaches	12 High Street	Fetcham	Warwickshire	AB12 3LE

Data Layout

The character length for each field is 58 characters.

Field	Data
1	AL4563
2	John Smith
3	Director
4	Bolts Ltd
5	Unit 6, The Ride
6	York
7	Yorkshire
8	YO15 8HD

Label Layout

There are 8 lines on the inkjet image

We add the Sort Code Bag Break Markers at the bottom right from the sortation software.

58 Characters

XY5123
John Smith
Director
Bolts Ltd
Unit 6, The Ride
York
Yorkshire
YO15 8HD   111 00   ***