

## 2.1 VolumeMail: key areas

1. Address block and object area
2. Sender address area
3. Indicia area
4. Barcode area

Clear zones enable the reading of specific information that is critical for us to process your mail efficiently.

You can print in these areas, subject to the clear zone requirements in sections 2.2-2.5



### 2.1.1 Address block and object area

The delivery address (or envelope window) can be located **anywhere** within the address block and object area that extends across the width of the mail piece subject to the clear zone rules in section 2.2.

Apart from the delivery address, the address block should not contain other text, graphics or colours that could be interpreted as a delivery address or impact readability of the address.

### 2.1.2 Sender address area

When the sender address is located on the front of the mail piece it must be located in the top left hand corner in an area no larger than 40mm high by 100mm wide.

The specific formatting requirements for the sender address are in section 2.3.

### 2.1.3 Indicia area (PermitPost impression/ ReplyPaid impression)

The indicia and delivery address must be on the same side of the mail piece.

The PermitPost, Direct or ReplyPaid impression must be located in the upper right hand corner in an area no larger than 40mm high by 80mm wide. Only the standard Permit format is permitted for VolumeMail.

If using reusable envelopes, the PermitPost or ReplyPaid impression must be positioned in the top centre on the delivery address side of the envelope.

Section 2.4 outlines the requirements for the PermitPost impression and section 2.8 outlines the requirements for the ReplyPaid impression.

### 2.1.4 Sort code area

The sort code clear zone is a 15mm high area that runs across the entire bottom edge of the mail piece. It is critical that the entire area be kept clear of logos, graphics and text, unless they are an approved Pantone colour and / or white.