

# How to prepare franked mail for posting or dropping off

Delivered by



DD-MM-YY  
£0.00 AA123456



Product

Format  
Weight

## Presenting your post correctly

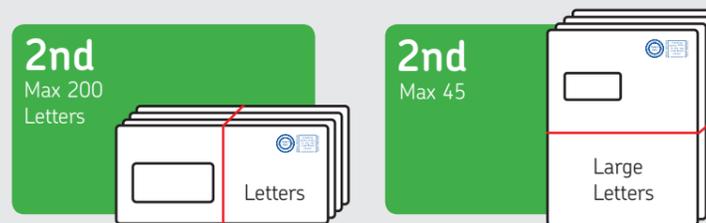
### Sort into class, size and destination

Ensure addresses face upwards and franking marks are in the top right corner. Secure with an elastic band. Once bundled, place into the correct pouch.

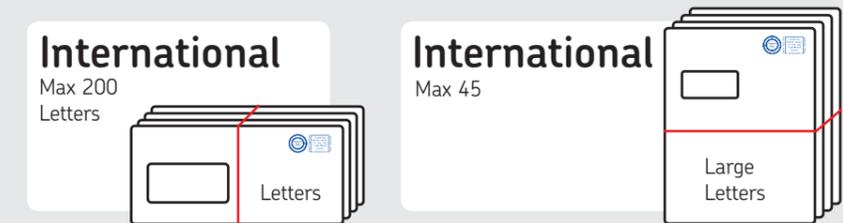
Red pouches for 1st class



Green pouches for 2nd Class

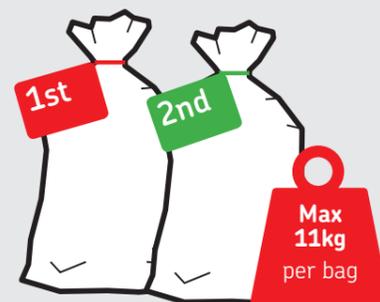


White pouches for International mail



### Present parcels in mail bags

Use mail bags for parcels. Separate by correct class and place them into the bag with the right 1st or 2nd Class ties.



### Special Delivery Guaranteed and International tracking and signature services

Keep franked Special Delivery Guaranteed and International tracking and signature services separate from other mail and ensure you label your bag or pouch and seal it.



### Post your franked mail

Post your franked mail in Post Office® branches, Royal Mail Delivery offices & Mail Centres, and Business Post Boxes. For less than 30 items you can post your franked mail in normal postboxes provided you use an outer (max one per day) supplied by your Franking manufacturer or independent provider.

Pictures shown are for illustrative purposes only.



Mail must be posted in the area shown and on the date on your Franking mark



You can order trays and bags, free of charge, at [www.royalmail.com/mailsupplies](http://www.royalmail.com/mailsupplies)  
For any other queries visit us online at [www.royalmail.com/franking](http://www.royalmail.com/franking)

