Supplying Postcards to MMM

Introduction

Clients supplying their own postcards must do so in accordance with Melbourne Mail Management production specifications & Australia Post requirements.

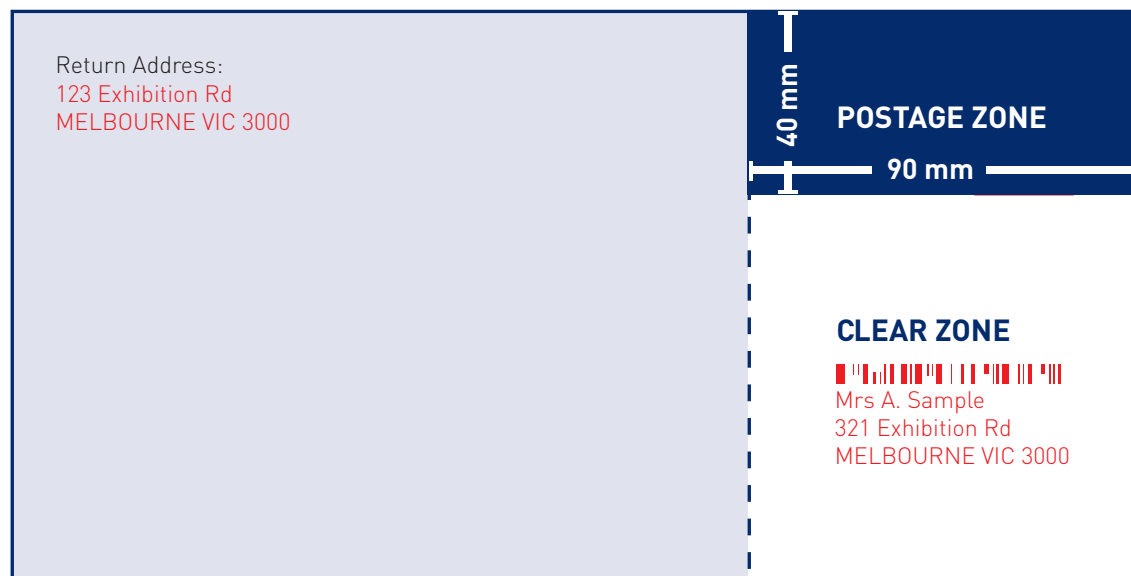## Australia Post Requirements (refer to diagram)

- ☑ Return Address
- ☑ Postage Paid Insignia
- ✗ No artwork within clear zone

Production Requirements

- ☑ Must not exceed 130 x 240mm to be eligible for small letter category
- ☑ Inkjet compatible stock (must not have varnish on clear zone area.)

Pefered Stocks

- ☑ Pacesetter Uncoated
- ☑ Snowcard (coated front, uncoated reverse)
- ☑ Splendorgel

Return Address:
123 Exhibition Rd
MELBOURNE VIC 3000

40 mm

POSTAGE ZONE

90 mm

CLEAR ZONE

Mrs A. Sample
321 Exhibition Rd
MELBOURNE VIC 3000

NO ARTWORK WITHIN CLEAR ZONE

19 mm

25 mm

POSTAGE

PAID

AUSTRALIA

Two minimum requirements for presort postage are:
- must contain the Postage Paid Australia insignia which is at least 19 x 25mm and no larger than 26 x 40mm
- A return address, which is displayed in a clear easy to read font that is no further than 40mm from the top left hand corner.