

inkjet mail panel specs



- Mail panel size - 3-3/4" w x 1-3/4" h
- Up to 9 lines of print
- Please refer to page 15 for further Royle specs on outside inkjetting - parallel to spine and perpendicular to spine.
- If co-mailing, please refer to page 18 for correct co-mail inkjet mail panel specifications.

Please reference the USPS address placement standards for Periodicals, Standard Mail, Bound Printed Matter, Library Mail and Media Mail flat-sized mail pieces prepared and mailed at automation, presort and carrier route prices.

Please contact your CSR for final approval before production.

offline inkjet specs

General Specs

- Maximum Width - Width of the piece
- Maximum Height - 2"
- Cannot print less than 1/4" from all edges of piece
- Only for outside inkjetting

Mail File Specs

If your image files are variable, you must add the image name(s) onto your mail list in an extra column.

File Specs

- Resolution - 128 dpi
- Size – Each individual file must not exceed 2" in height.
- Color – Black and White, Monochrome, 2 Bit
- Fonts - True Type Fonts are recommended. The minimum font size is 7 pt; however, 9 pt is best as the minimum size.
- Accepted File Types – BMP, GIF, JPG, PNG, ICO, CUR, TIF, TGA, TCX, WBMP, WMF, EMF, JP2, JPC, PGX, RAS, PNM

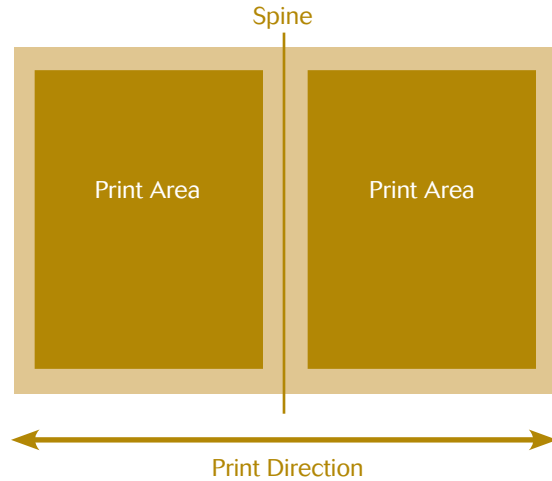
Please contact your CSR for final approval before production.

inkjet specs

Always follow these specifications, unless specifically noted for your job.

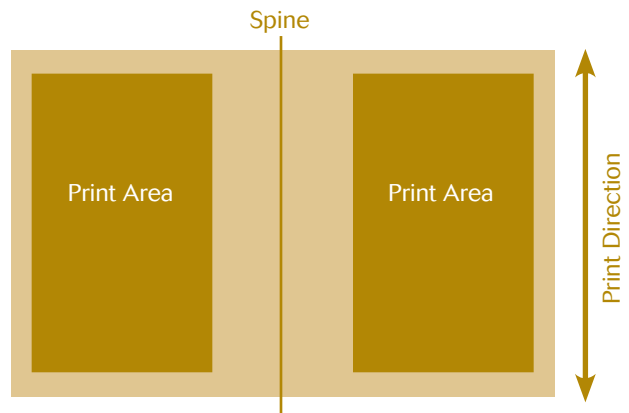
Outside Inkjet - Perpendicular to Spine

- Front and back cover
- No printing 1/4" from spine and/or from all edges
- 12 characters per inch



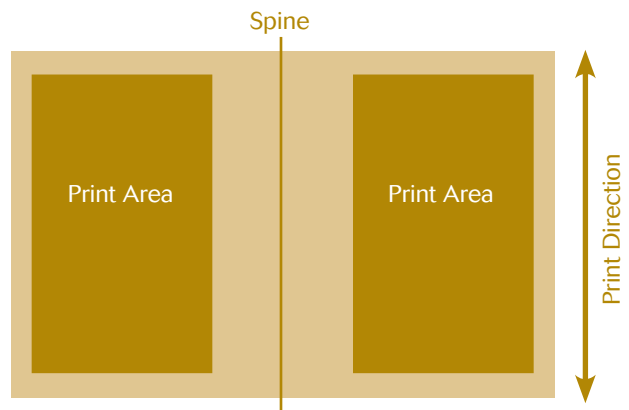
Outside Inkjet - Parallel to Spine

- Front and back cover
- No printing 1-1/2" from spine
- No printing 1/4" from all trimmed edges
- 12 characters per inch



Inside Inkjet - Parallel to Spine

- At signature break
- No printing 1-1/2" from spine
- No printing 1/4" from all trimmed edges
- 12 characters per inch

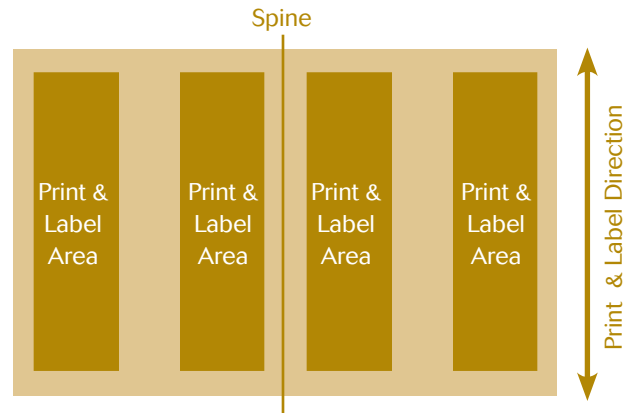


Please contact your CSR for final approval before production.

polybag addressing specs

Inkjetting on book, inkjetting on polybag or cheshire labeling on polybag:

- Parallel to Spine
- Front and back cover
- No printing or label placement 3/8" from all outside edges
- No printing or label placement 2" on the front/back cover center
- 12 characters per inch
- If co-mailing, please refer for correct co-mail label specifications.



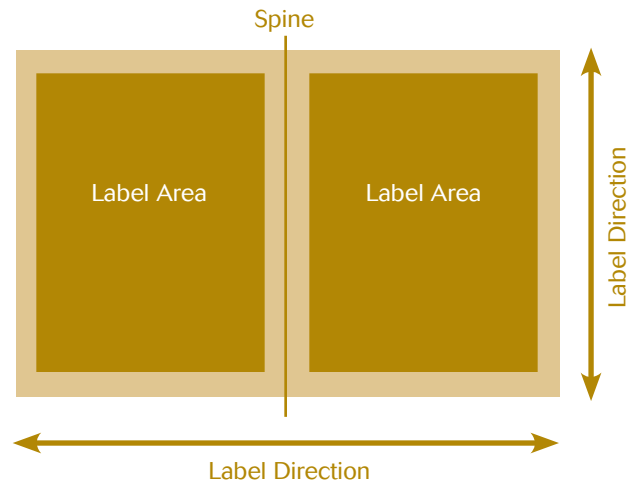
Please contact your CSR for final approval before production.

cheshire/paper label specs

- Parallel to Spine and Perpendicular to Spine
- Front and back cover
- No label placement 3/8" from outer edge of piece
- Label Options - 3-1/2" w x 1" h or 3-1/2" w x 2" h
- If co-mailing, please refer for correct co-mail label specifications.

Please reference the USPS address placement standards for Periodicals, Standard Mail, Bound Printed Matter, Library Mail and Media Mail flat-sized mail pieces prepared and mailed at automation, presort and carrier route prices.

Please contact your CSR for final approval before production.



mail list specs

File layouts must be included with mail list submissions.

Royle Printing accepts mail lists via email, FTP site, and CD-ROM.

Royle Printing accepts all general file types except Microsoft Word.

usps address placement standards

The postal service is implementing the Flats Sequencing System (FSS) to fully automate the processing and delivery sequencing of flat-size mail. Effective March 29, 2009, the USPS is requiring new delivery address placement standards for Periodicals, Standard Mail, Bound Printed Matter, Library Mail and Media Mail flat-sized mail pieces prepared and mailed at automation, presorted and carrier route prices.

Customer/Mailers must place the delivery address parallel or perpendicular to the top edge, but not upside down as read in relation to the top edge. The top edge is the upper edge when the bound edge is vertical and on the right side.

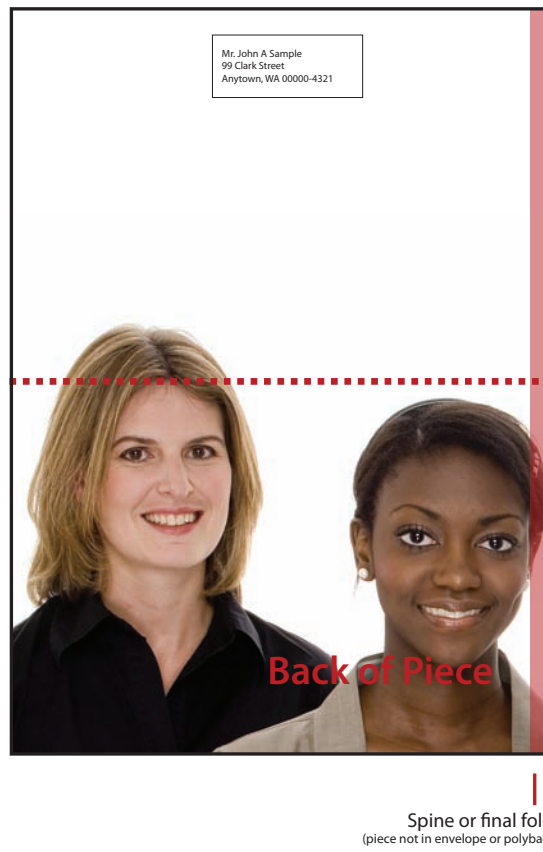
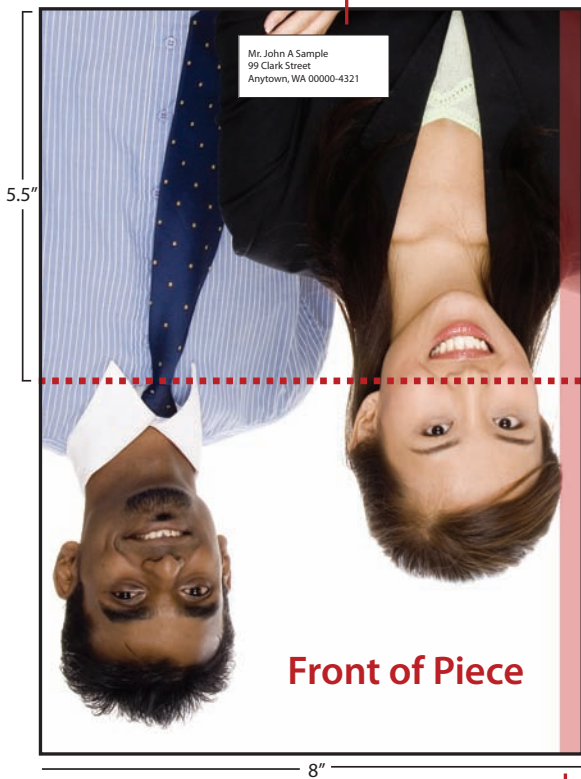
USPS address formatting highlights:

- Type must be a minimum of 8-point which is approximately 1/10th" high
- The lines and characters in the address must not touch or overlap
- All flats will be required to print the 11-digit barcode
- The indicia must appear to the right or upper right, and the return address (if used) must appear to the upper left of the delivery address

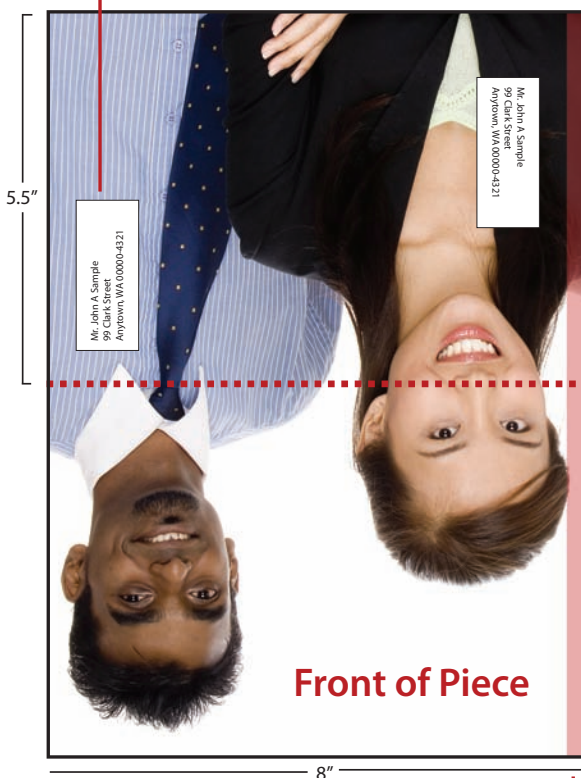
Royle Printing's address placement specs:

- All addresses (Inkjet and Cheshire labels) must be at least a 1/4" away from edge of piece
- Inkjetted addresses parallel to the spine must be inkjetted 1-1/2" from spine
- Please contact your CSR for final approval before production.

Address cannot read upside down and must be within top half of mailpiece

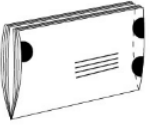


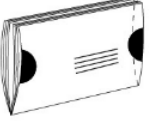
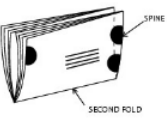
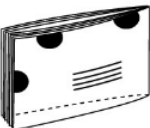


Address can be read right or left and must be within top half of mailpiece

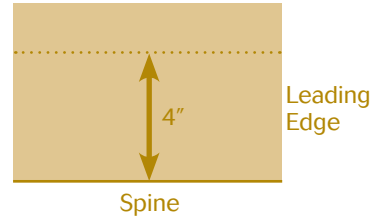


letter-sized mail requirements



	If The Spine Or Final Fold Is...	Length	Cover Stock	Sealing	Tab In These Locations
Simple Spine	 Spine or final fold on the bottom (longer) edge.	5" to 9" long Over 9", up to 10.5" long	50-pound 60-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
Simple Spine	 Spine on bottom; longer front cover folded over inside pages to create a nonperforated inner flap sealed within top edge.	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched, flap sealed inside, continuous glue line along flap preferred, minimum 1 inch glue spots acceptable if placed within ¼ inch of right and left edges.
Simple Spine	 Spine on the bottom (longer) edge, Cover extends no more than 1/2 inch beyond inner pages.	5" to 9.5" long	80-pound	Continuous glue line or glue spots	Perfect bound or saddle stitched with a continuous glue line along the 1/2 inch cover overhang preferred, minimum 1 inch glue spots acceptable if placed within ¼ inch of right and left edges.
Simple Spine - Wallet Style	 Saddle-stitched spine (two or more staples) on the bottom (longer) edge. 4" height only. Maximum Weight 2.5 ounces.	5.2" to 8" long	60-pound for cover and pages 70-pound cover with 50-pound pages	Two 1.5" or 2" non-perforated tabs	One tab on leading edge and one tab on trailing edge. Booklets up to 2 ounces: <ul style="list-style-type: none"> • 1.5" tabs • 1-1/4" from bottom edge Over 2 ounces up to 2.5 ounces: <ul style="list-style-type: none"> • 2" tabs • 3/4" from bottom edge ±1/8" vertical tolerance for tab placement for both tab sizes.
Folded	 Final fold on the bottom (longer) edge, with the folded spine on the leading or trailing (shorter) edge.	5" to 10.5" long	40-pound	Three 1.5" non-perforated tabs	Two tabs on leading edge; one tab on trailing edge. Position lower leading tab 0.5 inch from the bottom edge. Position upper tabs within 1 inch from the top edge.
Oblong	 Spine on the leading (shorter) edge.	5" to 9" long Over 9", up to 10.5" long	60-pound 70-pound	Three 1.5" non-perforated tabs	Two tabs on top edge; one tab on trailing edge. Position top tabs 1 inch from left and right edge. Position trailing tab in the middle.

Address City, State, Zip and barcode must be placed within 4" of spine.



For further information regarding letter-sized tabbing requirements, please contact your CSR or Account Executive.