Plain envelopes
Discount terms for machine readable mail

1. Terms apply to?
Envelopes with a neutral layout, meaning virtually white envelopes without other print or graphic elements than the recipient's address and sender's logo and address.

For envelopes and postcards with advertising print, items without envelope (open or plastic wrapped) and items in boxes or similar, see options and discount terms on bring.no/english

2. Number, formats and dimensions

	Small envelopes	Large envelopes
Minimum number	200 items	200 items
Maximum dimensions	B5 (25 cm x 17.6 cm)	B4 (35.3 cm x 25 cm)
Maximum thickness	0.5 cm	2 cm
Minimum dimensions	14 cm x 9 cm	14 cm x 9 cm
Paper quality, minimum for envelopes	80 grams per m2	90 grams per m2

3. Envelope and contents
Small envelopes must be closed and sealed. The item and the content must be flexible enough to withstand being bent during machine sorting. The contents may be multiple paper sheets, cards (i.e. Christmas Cards) or one single plastic card up to the size of a Credit Card. The envelope must not contain more than one plastic card, nor a CD, DVD (with or without cover) or other objects, e.g. pens or coins.

Large envelopes must be closed and sealed. The envelope must have an approximately even thickness. The envelope must not contain loose objects resulting in uneven thickness.

Plastic wrapping or glossy paper cannot be used for envelopes.

4. Layout
Use the templates in section 6 as a basis for layout and guidelines for correct addressing. The envelope is divided into 4 fields, each of which having its own set up for the recipient, the sender/ return address, franking indicia, and finally a section for the Postal barcodes.

The recipient address must be placed correctly on the envelope:
- For small envelopes the address is placed in landscape format
- For large envelopes the address is placed in landscape or portrait format

See detailed specifications for machine readable addressing in section 5. Addressing.

5. Addressing

Recipient's address

The recipient's address must be placed in Field C (see 6. Templates)
- The recipient's address must be at least 2 lines
- All lines must be set with a straight left margin
- All address lines must be parallel with the bottom edge of the envelope
- All lines must have the same line spacing of 1 or 1.5. No double line spacing or open/blank lines. See template in 6 d)
- Space between the words must be 1 or 2 space bars
- Customer number, Electronic Address Updating or similar customer ID must always be put at the top of the address lines

Typeface/fonts and font size

The following typefaces/fonts and font sizes must be used
- Arial – font size 10,11,12
- Courier New – font size 10,11,12
- Verdana – font size 9,10,11,12
- Fonts and font size must be the same in the entire address
- Bold, Italic or underlined text is not permitted

Print colour

The address must be in dark print on white or very light coloured background.

Window envelopes

Only the recipient address must appear in the window
- The entire address must be visible in the window and placed in such a way that it cannot slide away from the window
- Allow a clear space of 10 mm between sender and recipient address
- No text, numbers or other marks which are not part of the address may appear, neither in the address field or the window
- DIV tags and "Paid by" (e.g. Giro payment forms) can however be accepted within the address window
- If the address field are framed with an unbroken

2D/QR/Datamatrix/Alphanumeric code

2D/QR/Datamatrix codes, including numeric characters, can be placed in the address field. The clearance to the address lines must be at least 10 mm.
- If the 2D/QR/Datamatrix code is placed at the top of the address lines with the same straight left margin, the clearance can be less than 10 mm
- Alphanumeric codes placed at the top of the address lines must be set as line 1 in the address with the same line spacing as the rest of the address field.
- A 2D/QR/Datamatrix code with numeric characters and alphanumeric codes must however not be placed to the left of the address

Address labels

Address labels can be used as long as the terms in general are met

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![bring logo]

Return address (Senders address)
The return address may be printed on the back or on the face of the envelope, and must be complete and in a readable typeface (see template for placing)
Keywords
If placing the return address in Field A on the face of the envelope, use of a keyword is recommended to avoid that the return address can be mistaken as the recipient's address. **Approved keywords** Avsender, Returadresse, Returadr, Retur Adr, Retur, Fra/From, Sender, Return to
Large window
When the recipient's address and the return address are placed in one large window the risk that the sorting machines can misinterpret the recipient and return address increases. For that reason a keyword must always precede the return address when using a large window. In addition, we recommend that the return address is printed on a line, see figure 6 c 1. When the return address is set in one line, the keyword should precede the return address 2. When the return address is set in multiple lines, the keyword should be placed at the top of the address with a straight left margin, and with the same fonts and line spacing as the address lines
Typeface/fonts and font size
Typeface/fonts and font size should be the same in the entire return address, including the keyword. • Font size should be smaller than the one used on the recipient's address. • Bold, Italic and negative fonts as well as text with underlining can be used for the entire return address, not partly
Correct address
A full and accurate address, complete with the postcode, helps us deliver your mail quickly and safely. See How to address your Norwegian mail

6. Templates

Field A is allocated for senders address Company name, logo, advertising etc. Allow a clear space of at least 10 mm between sender and recipient address.

Field B is reserved for the postage paid indici.

Field C is allocated for addressing. The entire field C must be free of any other information, print or marks. The recipient's address must be placed at a minimum of 40 mm from the top edge and minimum 15 mm from the side edges.

See **field D** for distance to bottom edge.

If using a 2D code please see section 5.

Felt D is reserved for Postal bar codes only. Dimensions vary depending on the format of the envelope and whether the address is in landscape or portrait format:
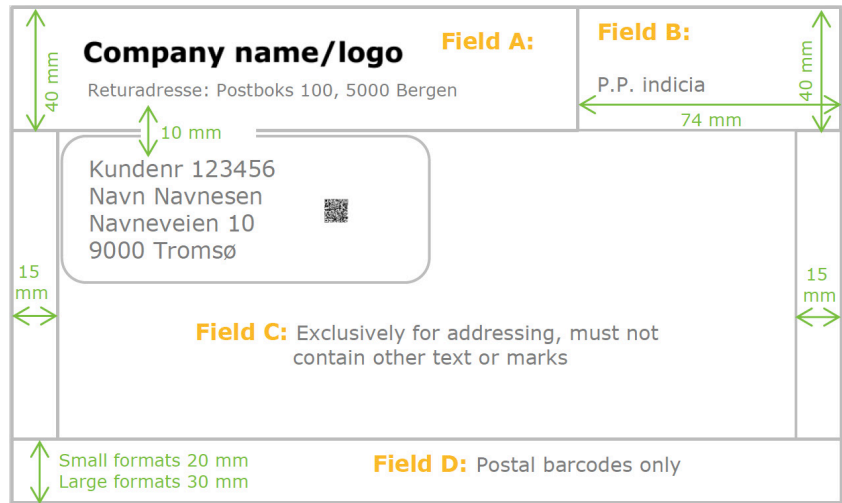
Addressing in landscape format
- Format small 20 mm from the bottom edge
- Format large 30 mm from the bottom edge
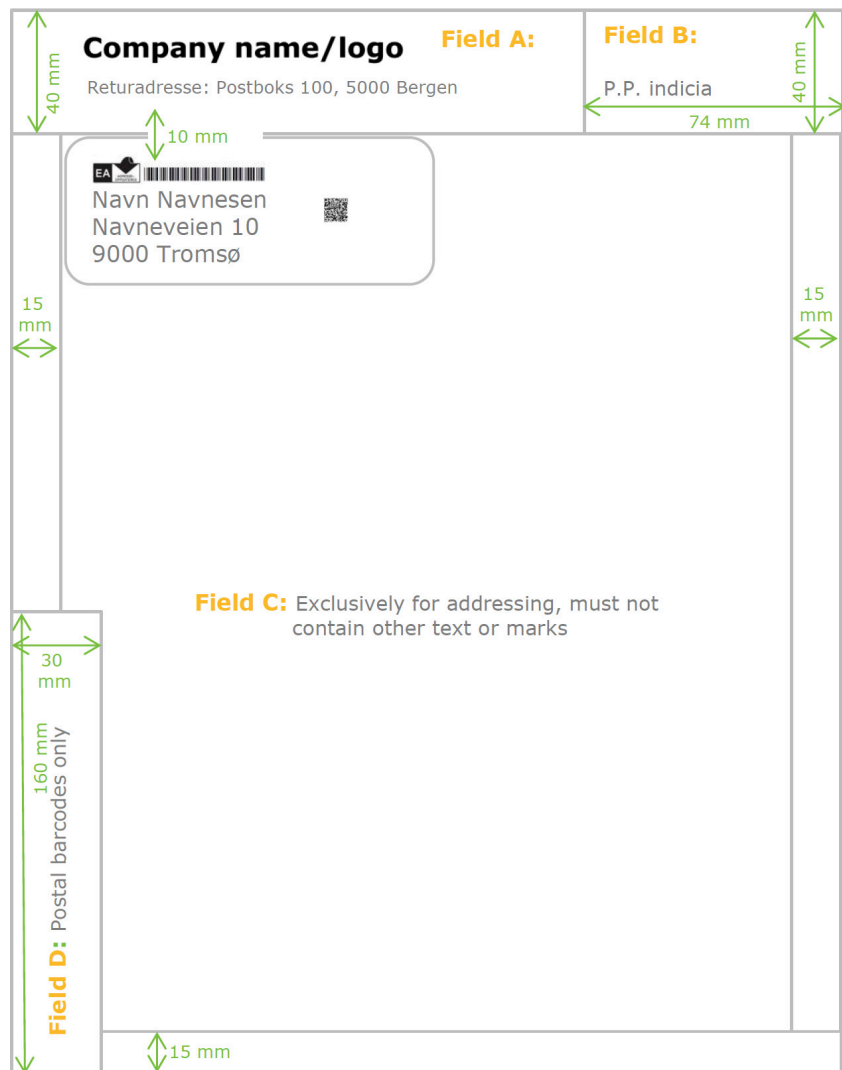
Addressing in portrait format
- Format large only. Field D must be 30 x 165 mm measured from the bottom left corner.

Read more about addressing in section 5.

Addressing in landscape format (apply for small and large formats)

Company name/logo   **Field A:**   **Field B:**

40 mm

Returadresse: Postboks 100, 5000 Bergen

P.P. indicia

40 mm

74 mm

10 mm

Kundenr 123456
Navn Navnesen
Navneveien 10
9000 Tromsø

15 mm   15 mm

Field C: Exclusively for addressing, must not contain other text or marks

Small formats 20 mm
Large formats 30 mm   **Field D:** Postal barcodes only

Tverrstilt adressering (format store)

Company name/logo   **Field A:**   **Field B:**

40 mm

Returadresse: Postboks 100, 5000 Bergen

P.P. indicia

40 mm

74 mm

10 mm

EA

Navn Navnesen
Navneveien 10
9000 Tromsø

15 mm   15 mm

Field C: Exclusively for addressing, must not contain other text or marks

30 mm

160 mm
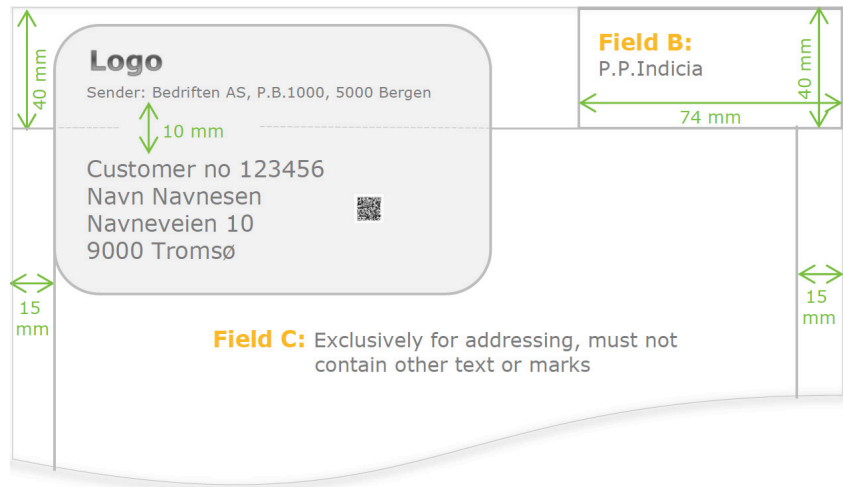
Field D: Postal barcodes only

15 mm

The window should be approx. 11 cm wide and 9 cm high. A keyword must always precede the return address and we recom-mend to write the return address in one line with font size smaller than 9.

The return address must not go further down than 40 mm from the top of the envelope. There must be at least 10 mm clear space between the return address and the recipient address.

Read more about addressing in section 5.

Envelopes with oversizes window (detail of envelope)

Logo
Sender: Bedriften AS, P.B.1000, 5000 Bergen

40 mm
10 mm

Customer no 123456
Navn Navnesen
Navneveien 10
9000 Tromsø

Field B:
P.P.Indicia

74 mm
40 mm

15 mm

15 mm

Field C: Exclusively for addressing, must not contain other text or marks

Line spacing
The example shows line spacing of 1 and 1.5 with Arial 10 in Microsoft Word. All lines in the address field must have the same line spacing. No double line spacing or open/blank lines.
All lines in the address field must have the same line spacing of 1 and 1.5

EA
Navn Navnesen
Navneveien 10
9000 Tromsø

EA
Navn Navnesen
Navneveien 10
9000 Tromsø
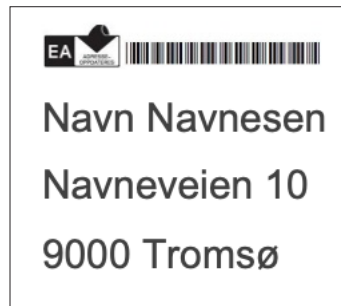
7. Note concerning window envelopes
Besides the requirements for envelope paper quality in section 2, it is important that window envelopes are of such quality that the window can withstand machine sorting. It is also crucial for machine reading that the window itself is made by a material that not provides glare. E.g. ProCite Polystyrene or Polysturende Multiplastics.

8. Handing-in
Prior to the handing-in:

- All envelopes must be handed-in in trays
- Small and large envelopes in separate trays
- Within each tray all envelopes must be placed upright or flat facing the same direction
- Small envelopes should be placed upright facing the same direction
- Large envelopes must be placed flat in the trays with the address side facing up

The discount for machine readable mail can be combined with other discounts. Please note the requirements set for mail preparation and minimum number applicable to each individual discount category. See prices and conditions Items of identical format.

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