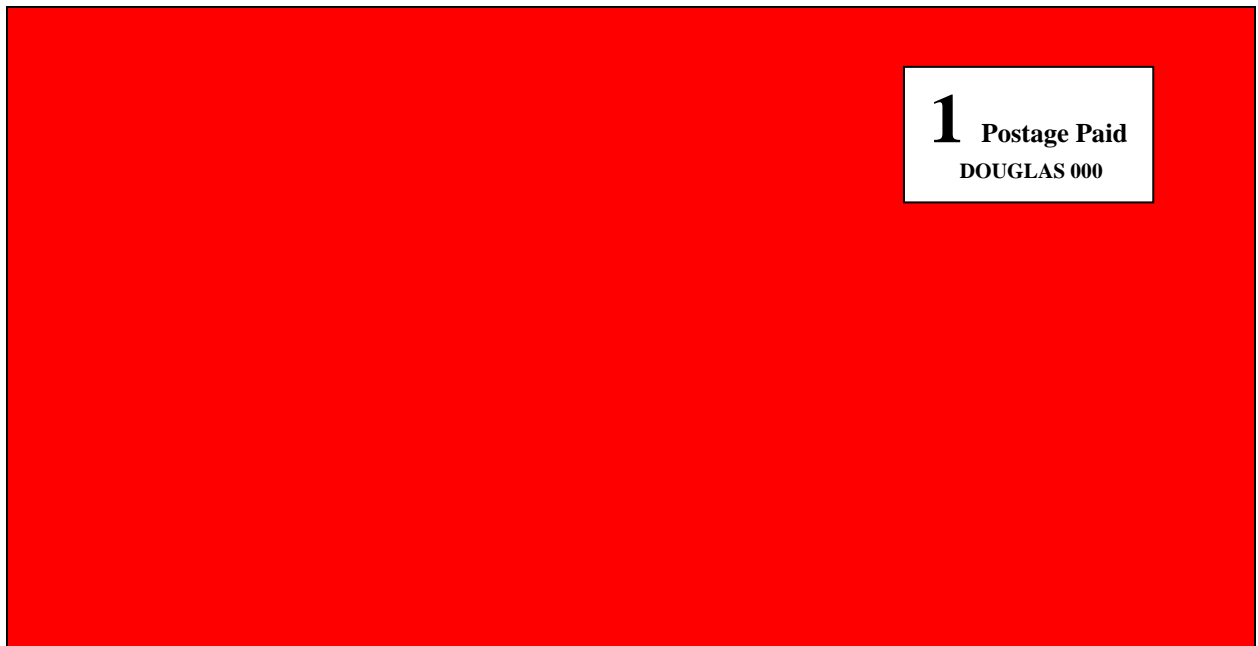


## POSTAGE PAID IMPRESSION SPECIFICATIONS



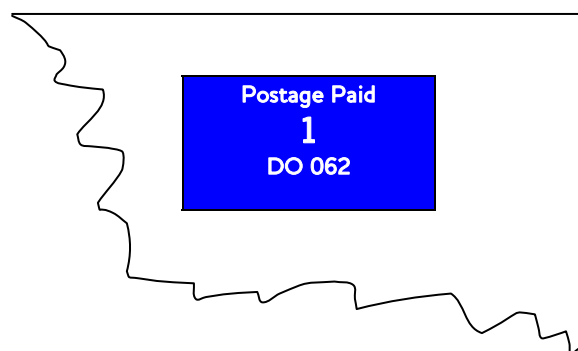
### PPI SIZE LIMITATIONS AND CHARACTER SIZES

Maximum length of PPI	30mm
Maximum depth of PPI	30mm
<i>Character Sizes:</i>	
Service indicator minimum character height	6mm
Other characters (capitals only) minimum height	2mm

### POSITIONING

The PPI must always appear in the top right hand corner of the envelope, card wrapper or label. The top and right hand limits of the PPI must be no more than 20mm from the edges of the envelope or card. The illustration below highlights these positioning requirements.

Max: 20mm ·



max: 20mm ✓



## AN INTRODUCTION TO PRINTED POSTAGE IMPRESSIONS

Commonly known as PPIs, Printed Postage Impressions have long been a familiar and integral part of business mail. In simplest terms, they are an economical way to indicate on an envelope that postage has been paid – a pre-printed alternative to stamps and franking machine impressions.

You will require a Postage Account Posting Book from Isle of Man Post for accounting purposes.

### CONDITIONS OF USE

#### *Size, shape and weight requirements*

All items in a single PPI mailing must be identical in size, shape and weight. They must be posted at the same class and rate of postage, and be presented in bundles of convenient size, with addresses the same side up and facing the same way.

### PPI NUMBER

On deciding to use a PPI on your envelopes, you must contact Customer Services at Isle of Man Post, to enable you to be issued with a PPI number. You will then be in a position to progress with a proof of your final design.

### PRINTING YOUR PPI

Your chosen printer will provide you with a proof of your PPI (design specifications are attached), which you must supply to Isle of Man Post for approval. Designs should be submitted to: **Customer Services, Isle of Man Post, Spring Valley Industrial Estate, Douglas, ISLE OF MAN, IM2 1AA**. Once approved, no alterations or additions may be made without further consultation.

It is particularly important to seek prior approval of custom-designed PPIs to avoid possible delays or even rejection of material which does not meet the PPI terms and conditions.