

## PLEASE COMPLETE USING BLOCK CAPITALS

**Important:** Please read the terms and conditions below and design guidelines overleaf

## CUSTOMER DETAILS

Title ( <i>Mr, Mrs, Miss, Ms.</i> )	Full name	Company
Company name		Type of business
Address		
		Postcode
Tel. (home)	Tel. (work)	Email

## SIGNATURE

	Date
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## THE CARDS ETC. WILL BE ADDRESSED TO

Name <i>(if any)</i>
Company
Address      GUERNSEY GY1 5BR

To enable us to process this application you will need an account with Guernsey Post. Please complete the **Account Facilities form** available from Customer Services or at [www.guernseypost.com](http://www.guernseypost.com)

**Please note:** All reply cards, envelopes etc. **MUST** be pre-printed. To promote a reply paid service on TV, radio or press ads, use the Freepost Service. The service does not extend to the Republic of Ireland.

Please enclose complete printed proof(s) or finished drawing(s) of any cards, letter cards, envelopes, folders, labels, or advertisements you propose to use.

For this service you need an annual licence. You pay the normal postage plus 5p for every reply received.

Annual licence fee £90.00

Premium per item 5p

## Terms and Conditions

If you do not already have an account with Guernsey Post you will need to apply for one in addition to submitting this form. Guernsey Post Limited reserves the right to refuse an application for a Licence to use the Business Reply service without any explanation, or to vary, change or amend all or any of our terms and conditions.

- There is a weight restriction of 20kg on reply service items.
- Responses from UK are delivered within 3 working days.
- Next day delivery for local responses.

## Privacy Promise

Please be assured that we will treat your personal information with the utmost care and will never sell it to other companies or use it other than as stated in our privacy promise. The personal information you provide us is used primarily to deal with your enquiries or provide the service and products you request. You can find further details of our privacy promise at [www.guernseypost.com/data-protection-policy](http://www.guernseypost.com/data-protection-policy)

# Design Specifications

Use these specifications to design a Business Reply service item. To ensure that the design is acceptable you must submit a proof before distribution.

- 1 The name and full postal address of the licensee must be printed parallel to the length of the card, envelope, folder or gummed label, with GUERNSEY and the postcode printed in block capitals.
- 2 The face of the card etc. must bear two vertical lines near the top right hand edge (postage stamp area) as shown in the design below. The vertical lines must be of equal length and must be 5mm wide and no more than 6mm from the top edge. The outer edge of the right hand line must be 10mm from the right hand edge.  
The wide vertical lines must be separated by 20mm, and a figure '1' in outline type between 16mm and 20mm high, must be included 5mm from the left hand vertical line.  
Permitted tolerances are shown on the diagram below.
- 3 Any advertising on the address side should be to the left of the address as shown below, and never appear any lower than the last line of the address. A band of at least 18mm should be left clear across the bottom of the card/envelope. It is also important that no design mimics the vertical 'postal marking' lines.
- 4 Printing should preferably be in a dark blue or black, however coloured backgrounds are acceptable as long as they are not too dark or dazzling, and provided it makes the print easy to read. Dyes should not contain phosphorescent substances.
- 5 The mail pieces must be oblong, with the longest edge at least 1.4 times the length of the shortest edge.
- 6 Envelopes must be made from paper weighing at least 70gsm and cards must be made from paper a minimum of 200gsm.
- 7 Envelopes should be sealed on all edges and not 'fold & tuck' or polywrapped. Wallet style envelopes should also be used and the flaps must be properly sealed.
- 8 The mail piece must not contain stiff or metallic items such as keys, discs, CDs or badges.

## Summary of mail piece specification

	Minimum	Maximum
<b>Height</b>	87mm	167mm
<b>Length</b>	108mm	250mm
<b>Weight</b>	3g	10kg
<b>Thickness</b> Envelopes	0.15mm	8mm when filled
Postcards (or one piece)	0.25mm	2.3mm

