



## FORMAT SIZE GUIDES:

240 x 165mm - Letter -  
Maximum Weight 100g

5mm - Maximum Thickness.  
(A letter thicker than 5mm is classified as a large letter)

353 x 250mm - Large Letter -  
Maximum Weight 750g

25mm - Maximum Thickness  
(A large letter thicker than 25mm is classified as a packet)

Maximum Packet Weight - 2kg

## POSTAGE DELIVERY AIMS:

United Kingdom and Northern Ireland:

1st Class - UK - Wide Delivery  
1 - 2 Working Days

2nd Class - UK - Wide Delivery  
Within 3 Working Days

Europe:

Priority - 3 - 5 Working Days  
Standard - 7 - 10 Working Days

Rest of the World

Priority - 5 - 7 Working Days  
Standard - 10 - 21 Working Days

### STANDARD GUMMED WALLET SIZES:

C4 - 324 x 229mm  
C5 - 162 x 229mm  
C6 - 114 x 162mm  
DL - 110 x 220mm

### STANDARD PAPER SIZES:

A6 - 105 x 148mm  
A5 - 148 x 210mm  
A4 - 210 x 297mm  
A3 - 297 x 420mm  
A2 - 420 x 594mm  
A1 - 594 x 841mm