

Digital Stamp Specification





Digital Stamp Specification



Approval Process

Prior to using The Delivery Group Digital Stamp for the first time, please ensure you or your print supplier has been approved as being capable of achieving the required design specification. Approval will be supplier site specific and specific to the design specification for a particular Digital Stamp Indicum. If The Delivery Group introduce new Digital Stamps, this process must be re-followed to gain approval again for the new design. A list of approved suppliers is published at <https://www.royalmailwholesale.com/digital-stamp/>.

Please note: Print suppliers accredited to produce The Delivery Group Digital Stamps on coated stocks must also complete the accreditation process to produce outers using uncoated stock and vice-versa. Print Suppliers must be accredited to use the Barcoded Digital Stamp. If you are using a print supplier, prior to using the Barcoded Digital Stamp for the first time, you must check that your print supplier's production site has been approved by Royal Mail for Digital Stamp printing.

If you or your print supplier have not yet been approved, then the Digital Stamp approval application form must be completed and a copy of each of The Delivery Group Digital Stamp Indicia intended to be used must be produced and sent with the completed form to the address' below (separate forms/copies can be sent to each address or this can be forwarded on by us to Royal Mail Wholesale after The Delivery Group review. Please specify on a separate sheet/compliment slip if forwarding is required).

Epson prints are acceptable; however, the envelope material properties of this specification must be met to obtain reproduction of the image to a satisfactory standard. Please send at least 1 week prior to the first collection date of the mailing for approval (please note the 1 week turnaround is a minimum and the approval may take longer, so please send as soon as possible).

From the artwork and specification, your print supplier must produce a copy of each of the Digital Stamp designs intended to be used:

- The barcoded definitive 2nd Class Letter stamp design;
- The barcoded definitive 2nd Class Large Letter stamp design;
- any Special Stamp images

These designs must be provided for each paper stock option; coated and uncoated. The physical samples of the Digital Stamp designs need to be sent to us, along with the Digital Stamp approval application form, to the opposite address for approval;

Samples should be sent to :

TDG Digital Stamp Approval Team
The Delivery Group
TDG Digital Stamp Team
The Delivery Group
Unit 2, Catalina Approach
Omega South
Warrington
WA5 3UY

This specification outlines the process and requirements that must be followed when using the Digital Stamp through The Delivery Group.



Digital Stamp Specification



Approval Process

Once reviewed you will then receive feedback from The Delivery Group and Royal Mail Wholesale to confirm approval or any issues identified. Please wait for approval from both parties before commencement of using The Delivery Group Digital Stamp Indicia.

You have a choice of Digital Stamp designs to use. For each Digital Stamp design, Royal Mail provides artwork comprising the Stamp image, the cancellation marks, the Royal Mail cruciform & 'Delivered By' text and a 2D Code (where appropriate). The C9 Licence Number relevant to The Delivery Group account must be present (C910017). Please see Appendix A for a list of available Digital Stamp designs and stamp artwork dimensions. New Digital Stamp designs will be made available from time-to-time and The Delivery Group will notify you as and when these new designs are issued.

We will notify you if new stamp designs are made available. The approval process must be followed for suppliers and customers wishing to use new designs. After this initial approval please then send any further mailings using The Delivery Group Digital Stamp electronically to smdigitalstamp@thedeliverygroup.co.uk for approvals thereafter.

Once the print supplier has been approved, Royal Mail may publish:

- o supplier name;
- o approval site;
- o contact details;
- o approved Digital Stamp designs;
- o and approved paper stock.

Print suppliers must specify to Royal Mail on the Digital Stamp approval application form if they do not want their details published on the website.

Following approval, the print supplier is permitted to use the approved Digital Stamp designs on all Mailmark mailing items printed at the approved print production site provided that the Digital Stamp Design Specification continues to be met. There is no requirement for an approved print supplier's site to gain further approvals unless it is for a new Digital Stamp design. Print suppliers can seek approval independent of a posting customer.



Digital Stamp Specification



Royal Mail Wholesale Digital Stamp Indicia Technical Specification Design Requirements

The Delivery Group Digital Stamps are available from <https://www.thedeliverygroup.co.uk/resources/>. Please ensure the design is printed exactly as is supplied at top right corner of the mail piece same side and orientation as the delivery address. The indicia supplied are to scale and should not be resized under any circumstances.

- Artwork must be produced in full colour to 600 dpi for printing with the colour remaining consistent with the artwork issued. The print quality must be consistent throughout the Digital Stamp image, and all edges of the Digital Stamp (including the 2D Code) must be sharp and clearly defined.
- Subject to the properties of the envelope material, these pantone colours can be used to achieve the required specification for the Digital Stamp. Note that the envelope material will influence the final colour of the stamp and as such, these use of the pantones cannot guarantee that the design requirements will be met:
 1. 2nd Class Letter – Green 355 uncoated & coated
 2. 2nd Class Large Letter Jade 624 uncoated & Jade 7475 coated
 3. 2nd Class Large Letter Jade 7475 coated
- Artwork must meet the exact dimensions of the Digital Stamp artwork. Please see Appendix A – Digital Stamp Artwork



Envelope Material Properties

The envelope must be manufactured from a white material. The material can be either coated or uncoated stock. If you intend to print an overall colour to the envelope, the TDG Digital Stamp Indicia must be printed onto white background and contain a white border which provides a 5mm clear zone free from print and the top and right corner (the indicia is supplied with this clear zone included).



Digital Stamp Specification



Mailmark barcode

The Digital Stamp Indicia must only be used on mailing items posted under Royal Mail Mailmark® and as such, your items need to meet the Royal Mail Mailmark specification.

Dimensions and layout specification for Digital Stamp Indicia

	Digital Stamp
Stamp position from Right Hand Edge of envelope (mm)	5 (+/-2mm)
Stamp position from TOP of envelope (mm)	5 (+/-2mm)
Font for Access Licence Number (printed in black)	Helvetica Neue Regular
Font size for Access Licence Number (mm)	8pt
White border clear zone around the extremities of the Digital Stamp Indicia	5mm
Print DPI	600 dpi
The maximum skew for the whole Indicia from the horizontal axis	± 3°
C9 licence number location	3.5mm below the Royal Mail Cruciform and centred horizontally



Digital Stamp Specification

Royal Mail Wholesale Digital Stamp Indicia Technical Specification

Envelope Material Properties

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Layout and Positioning

The Digital Stamp indicia must be printed 5mm plus or minus 2mm from the top and right edges of the envelope as illustrated below.



There is no tolerance on size, colour, position or graphical amendments and any attempt to do so will result in the indicia being non-compliant.

The applicable indicia is only compliant on Mailmark Letter and Large Letter Service as outlined below:

TDG Digital 2nd Class Alice = Mailmark Letter services only.

TDG Digital Kings Head 2nd Class Defin= Mailmark Letter services only.

TDG Digital Kings Head 2nd Class Large Defin= Mailmark Large Letter services only.



Digital Stamp Specification

Appendix A

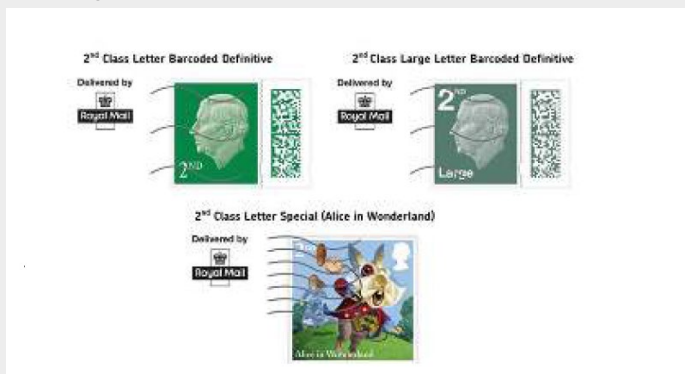
Part- 1- Material & Design Specification

1. You will indicate as part of your Application the Indicia Design you wish to use. Each Indicia Design Royal Mail provide shall include:

- the Definitive stamp indicia design including a 2D code (which is not a Mailmark barcode) where appropriate;
- the Royal Mail cancellation marks;
- the Royal Mail cruciform;
- the 'Delivered By' text.

Part- 2- Indicia Design Examples

The Digital Stamp Indicia must be printed 5mm from the top and right hand edge of the envelope.



New Indicia Designs may be made available from time-to-time and Royal Mail will notify you as and when these new designs are issued. If you wish to use a new Indicia Design, you will need to submit a new Application.



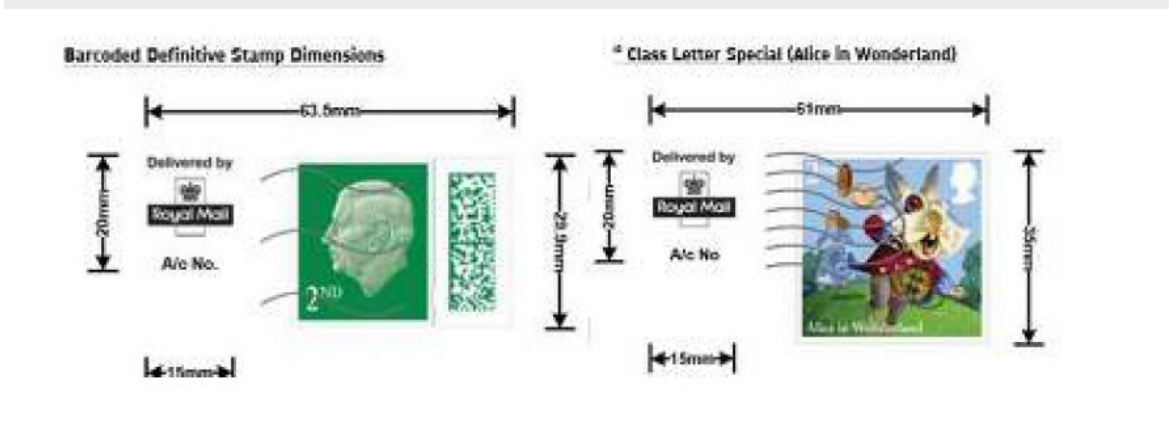
Digital Stamp Specification

Appendix A

1. For each Digital Stamp design, Royal Mail provide artwork comprising the Stamp image, the cancellation marks, the Royal Mail cruciform and 'Delivered By' text.
2. Only Digital Stamp artwork issued by Royal Mail can be used.
3. You must ensure that the correct Access Licence Number (C910017) is added to the artwork in the position detailed.
4. Font and size for the Access Licence Number is 'Helvetica Neue Regular 8pt which must be printed in black
5. Artwork must be produced in full colour to 600dpi for printing with the colour remaining consistent with the artwork issued.
6. Artwork must meet the exact dimensions of the Digital Stamp artwork.

All aspects of the Digital Stamp Design Specification must be met in full for all mailings

Available Digital Stamp Designs and associated dimensions



If you have any queries on any of the above please contact your Account Manager or smdigitalstamp@thedeliverygroup.co.uk. Please note any mailings that are sent using The Delivery Group Digital Stamp indicia that have not followed the above requirements fully may be liable to surcharges and/or delays.



Digital Stamp Specification



Seeds

Seed items must be sent to the two addresses below for each Digital Stamp mailing to ensure the specification is being met on an ongoing basis. These seeds must be sent with the UCID displayed in the address. Please see the adding seeds document for instructions on this process.

You must provide Royal Mail with a seed in each Digital Stamp mailing that you post so Royal Mail can verify that the Digital Stamp Design Specification is being met on an ongoing basis. If you are unable to seed, Royal Mail will accept a sample item from the mailing to be sent on the first day of posting.

Customer UCID's must be included within the seed address

RM Digital Stamp Sample/[Insert UCID]
RM Digital Stamp Team
PO BOX 73733
LONDON
EC1P 1JX

TDG Digital Stamp Sample/[Insert UCID]
TDG Digital Stamp Team
The Delivery Group
Unit 2, Catalina Approach
Omega South
Warrington
WA5 3UY

Assistance and contacts

If you have any queries on any of the above please contact your Account Manager or smdigitalstamp@thedeliverygroup.co.uk. Please note any mailings that are sent using The Delivery Group Digital Stamp indicia that have not followed the above requirements fully may be liable to surcharges and/or delays.

Let's work together.

The Delivery Group

Unit 2

Catalina Approach

Omega South

Warrington

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www.thedeliverygroup.co.uk