

LETTER WITH ID CHECK AND LETTER WITH ID CHECK AND CONTRACT SIGNING

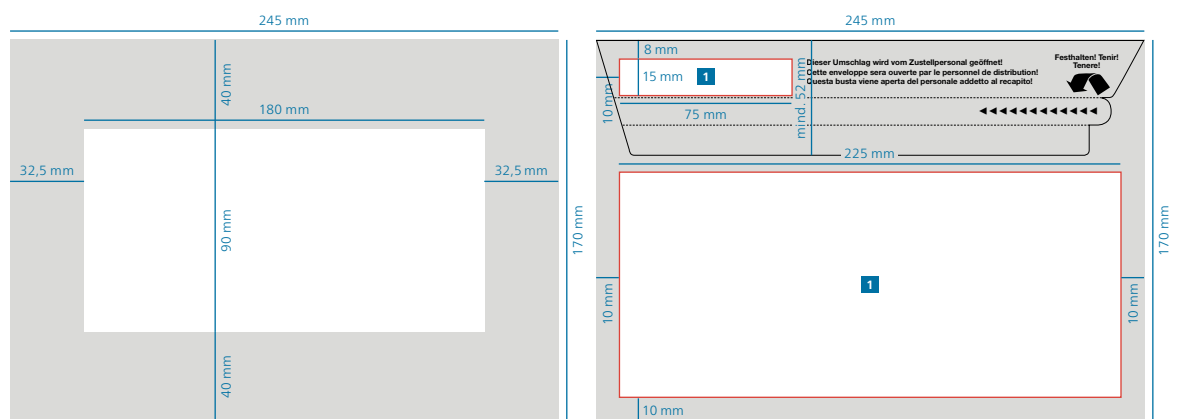
SPECIFICATIONS FOR TWO-WAY ENVELOPE AND ADDRESS LABELS

Two-way envelope

Specifications

Please do not print on the front side of the two-way envelope. The edge of the envelope with panorama window is used for coding. Printing on it will interfere with the address reading.

On the reverse side of the envelope there are two zones for you to print on freely, e.g. your corporate logo. Please print the instructions for the delivery staff using the Helvetica Bold 75 font with 12 point font size.



1 Zone for company name or logo

Feature	Description
Format	245 × 170 mm
Paper	Min. 110 g/m ² strength, white
Side flaps	The side flaps are gummed on the inside
Window film	Transparent film, no glassine
Window position	Panorama window Distance from edge: Left and right 32.5 mm each Above and below 40 mm each
Perforation	The tear tab opens from right to left
Sealing	Adhesive strips or gummed; can be freely selected
Seal flap	Minimum height: 52 mm
Position of the seal flap	Above for first mailing, below for return mailing by delivery personnel

Address labels

Specifications

