

Print & distribution

Understanding the Lbox level of service

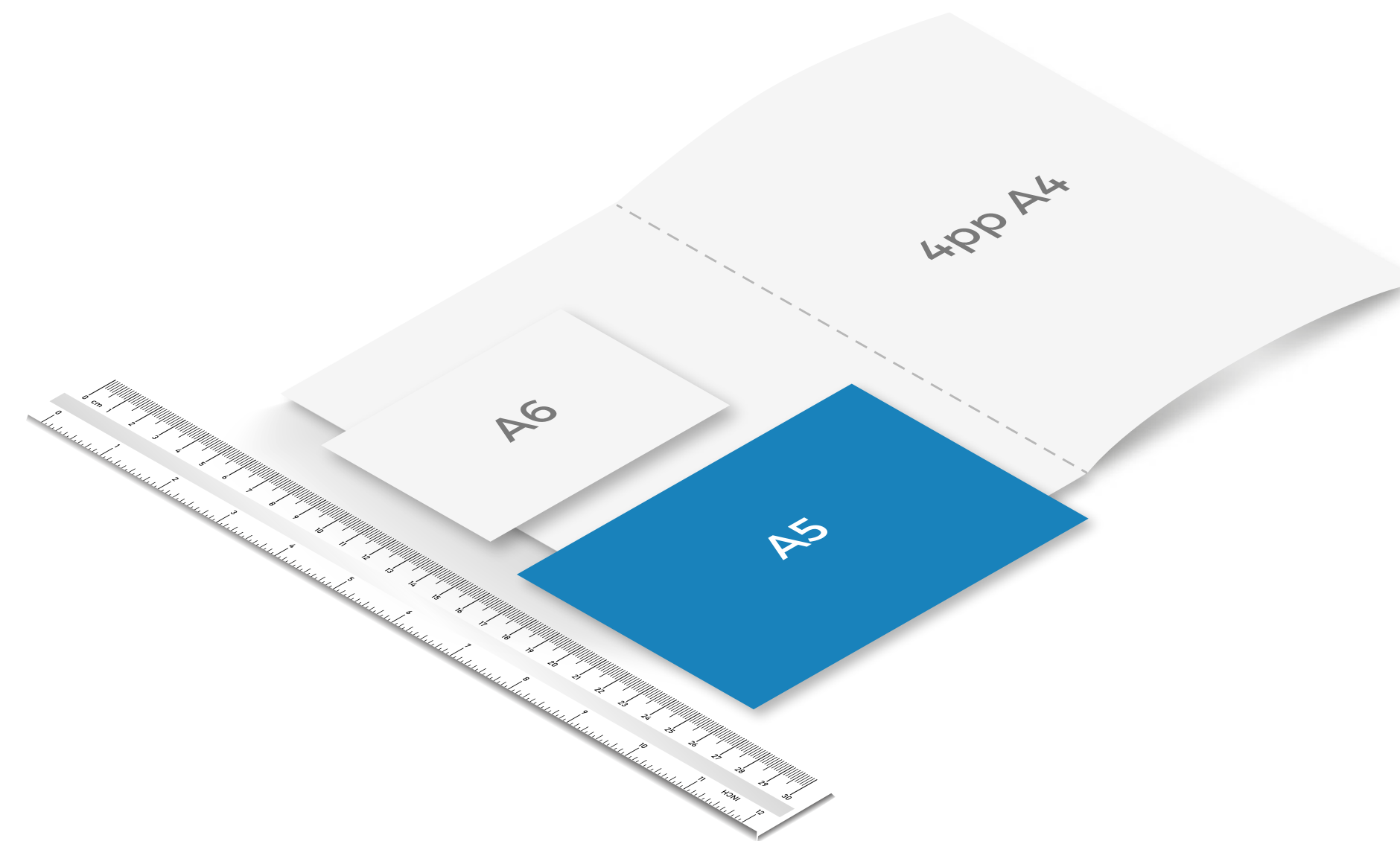
Your guide to selecting the right print and delivery specifications and choosing the right **tellthem™** service for your needs.



lbox
communications

Including
designers' top tips





This guide is designed **to help you understand our service levels** and easily **prepare mailings for print**

Learn about the benefits and limitations of Royal Mail or Lbox Unaddressed mailings, explore our service offerings for each and get to grips with paper weights and all-important print terminology.

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Understanding paper weights

Selecting the correct paper weight is key to sending successful notifications.

We hope this page gives you a useful point of reference for your next campaigns...

Paper weight is measured in 'gsm', an abbreviation for grams per square metre. As a rule of thumb, the higher the 'gsm', the thicker and weightier the paper. You could put tons of effort into designing your job only to select the wrong paper weight or incorrect spec for your needs.



Have a different weight or finish in mind?

Contact the Lbox team to see how we can help.

So, what do we stock and what does it all mean?

Uncoated (traditional letterhead paper)

 A little rougher than coated paper, great for writing on

90gsm - Think traditional office printer paper, only slightly weightier than the type used in your laser printer or photocopier

Matt (coated)

 A non-reflective finish, no glare or fingerprints

160gsm - Heavier stock for more durable paper, typical for items like takeaway menus

250gsm - A much less flexible stock - think of a light postcard or nightclub flyer

300gsm - Moving toward card (board) weights now, thicker and stiffer, think quality business card or traditional holiday postcard

Silk (coated)

 A slightly glossier top layer enhances colour

130gsm - Somewhere between standard printer paper and your typical flyer or poster stock

170gsm - The mid point between card and paper stock. Something of a more luxurious feel that works well for double-sided materials. Think of the takeaway menu, only slightly higher quality

250gsm - A much less flexible stock - think of a light postcard or nightclub flyer

300gsm - Moving toward card (board) weights now, thicker and stiffer, think quality business card or traditional holiday postcard

Royal Mail

1st and 2nd class

Delivered by a postie to homes and local businesses across the whole of the UK.

Benefits

- ⊕ **Items addressed** to individual houses/flats
- ⊕ **Power of Royal Mail brand**
- ⊕ **Available UK wide**
- ⊕ **First-time delivery to flats**
- ⊕ **Can remove specific addresses** from delivery area

Limitations

- ⊖ **More expensive** than unaddressed delivery
- ⊖ **More restrictive design options** than unaddressed delivery
- ⊖ **Limited resolution options** if delivery issues arise
- ⊖ **Planning around industrial action** may be required





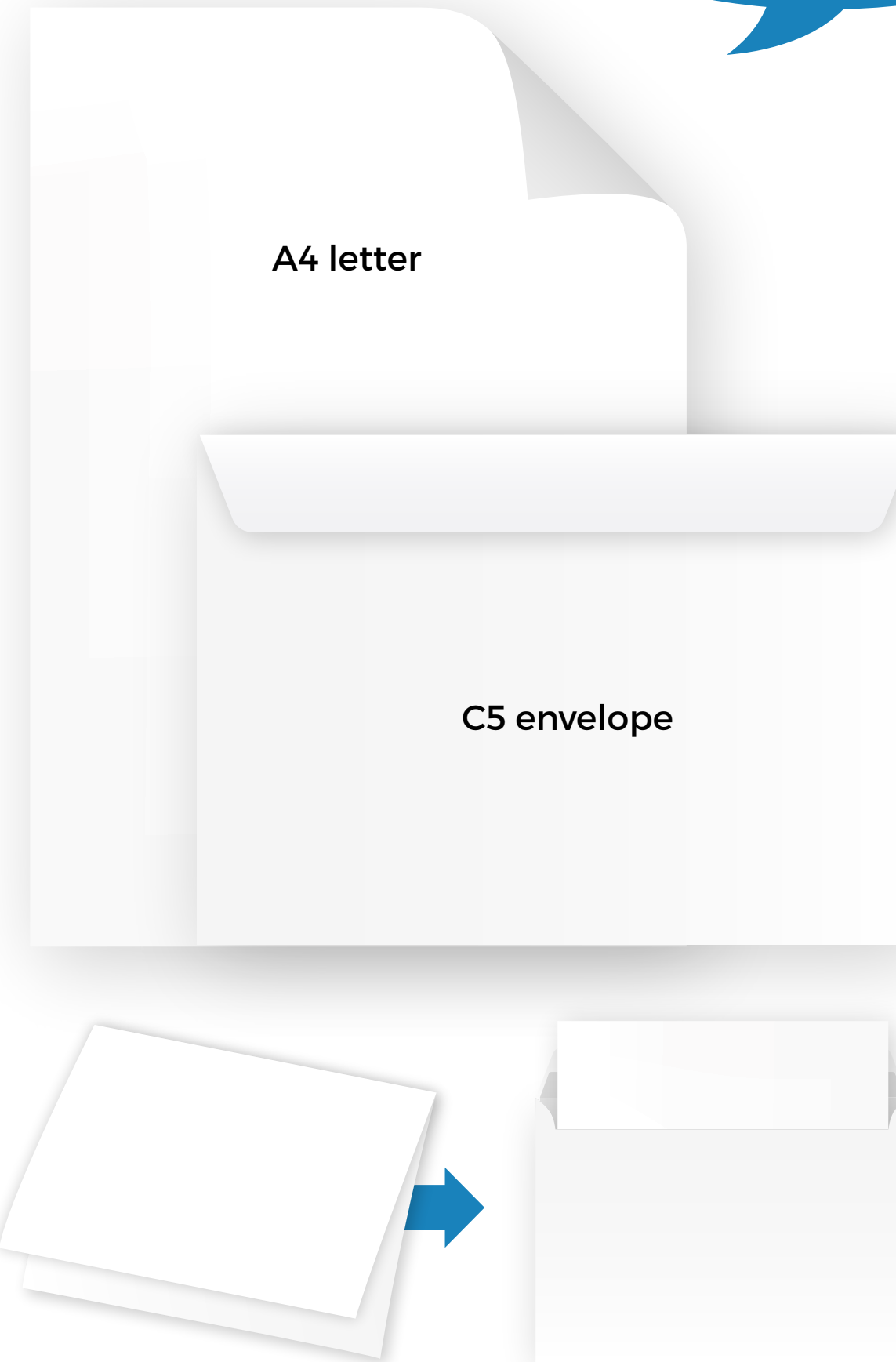
Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

1 sheet A4 letter - Up to 2 sides into envelope

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm

Finish and weight options

90gsm uncoated letter
A little rougher than coated paper, great for writing on

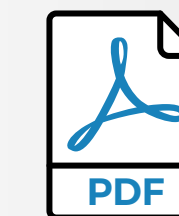
130gsm silk letter
A slightly glossier top layer enhances colour

160gsm matt letter
A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

For silk and matt options:

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text

1 sheet A4 letter - Up to 2 sides with BRE* into envelope



Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

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Finish and weight options

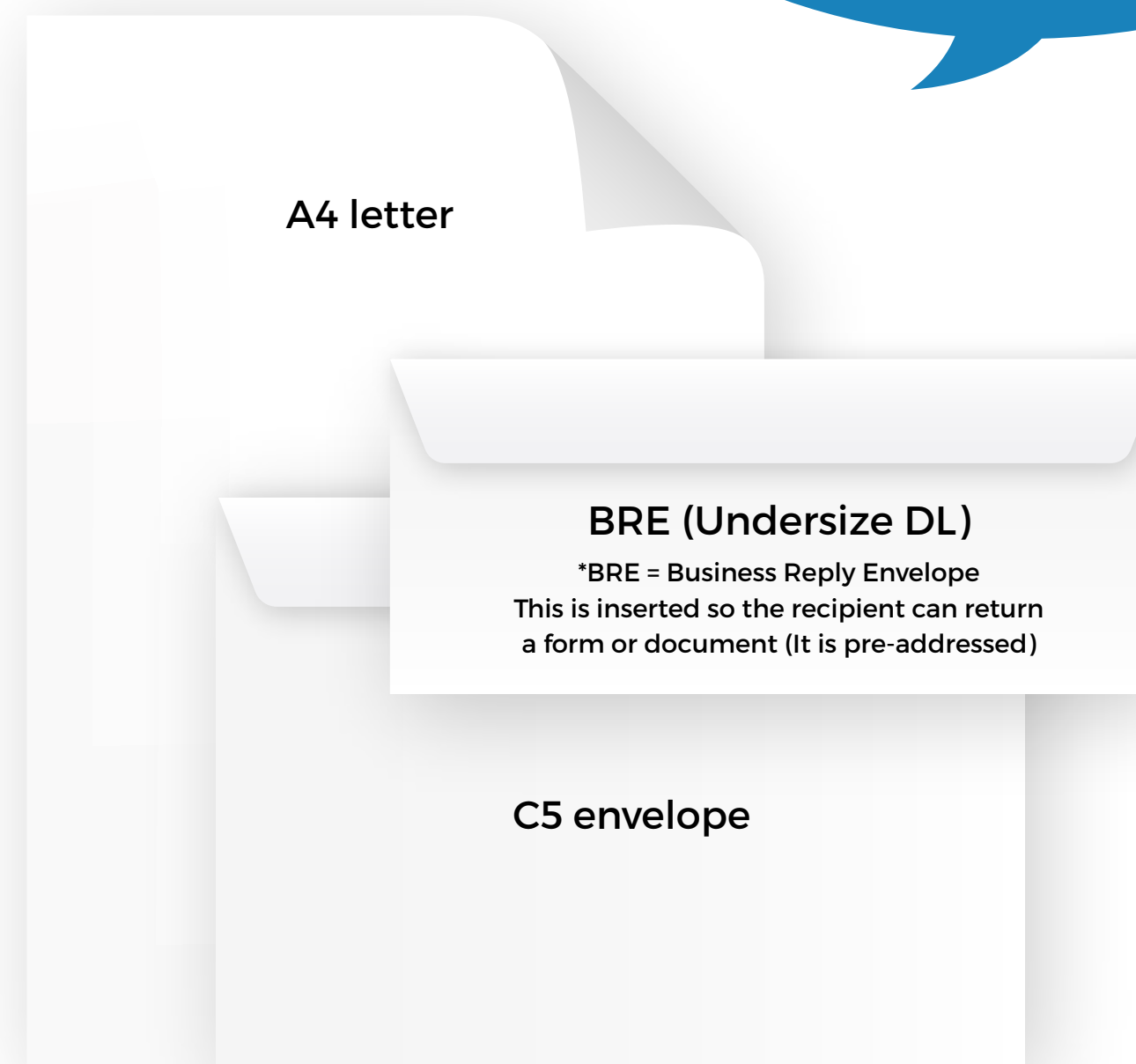
90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm
Undersize DL (BRE)	216mm	102mm

Providing artwork

Accepted formats:



210mm x 297mm

For BRE artwork:

If freepost supply freepost address

For business reply accounts, generate your DL artwork here:
<https://www.royalmail.com/response-services-artwork-generator/licence>

1 sheet A4 letter - Up to 2 sides with A5 flyer into envelope

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



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	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm
A5 flyer	210mm	148mm

Finish and weight options

90gsm uncoated letter

A little rougher than coated paper, great for writing on

170gsm silk flyer

A slightly glossier top layer enhances colour

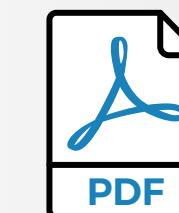
300gsm silk flyer

A slightly glossier top layer enhances colour

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



Note: Flyer designs must be in PDF format

A4 210mm x 297mm | A5 210mm x 148mm

For A5 flyer:

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text



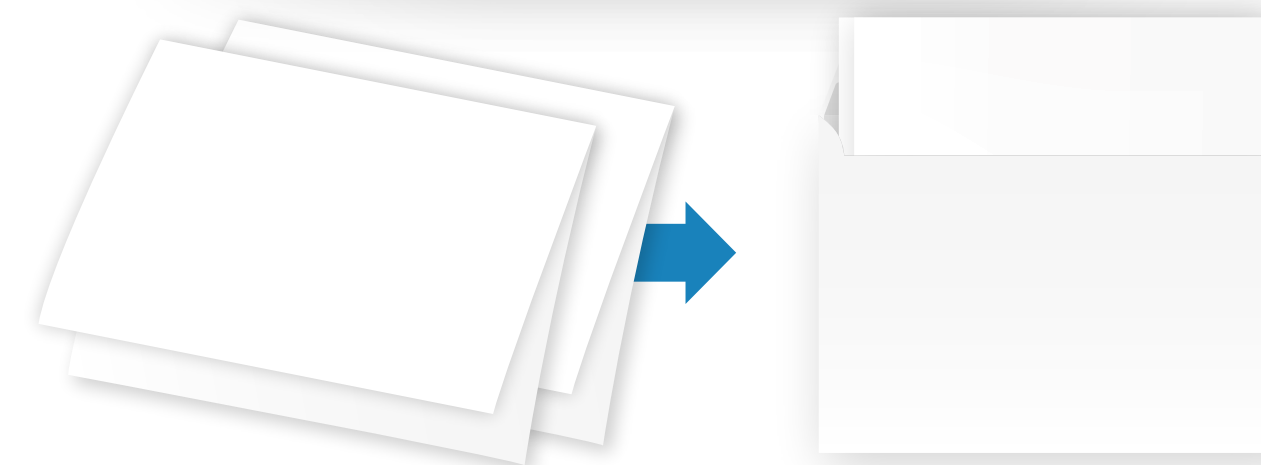
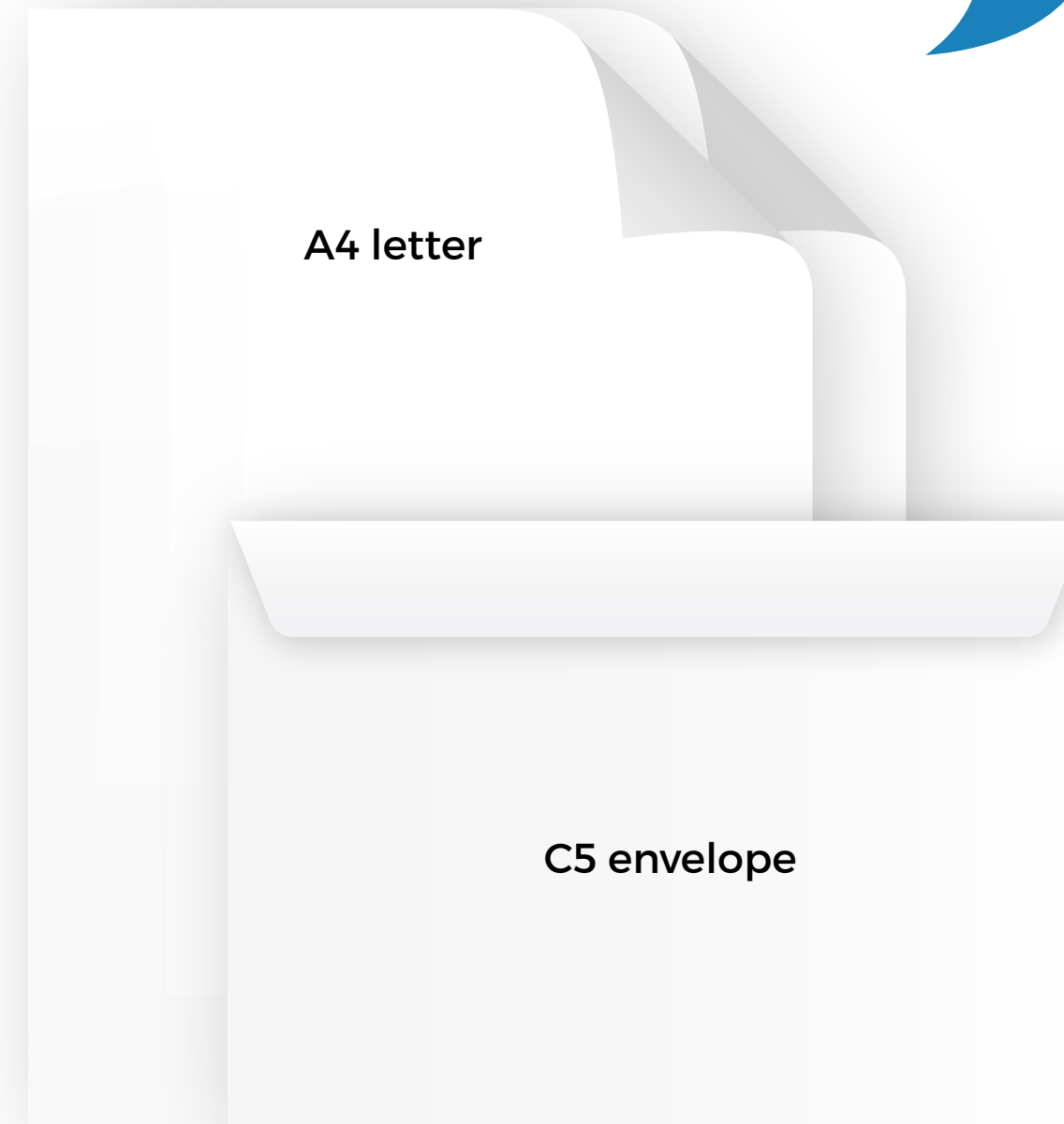
Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

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2 sheet A4 letter - Up to 4 sides into envelope

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope**
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm

Finish and weight options

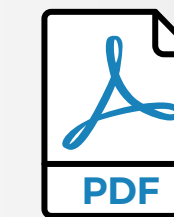
90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm



Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

2 sheet A4 letter - Up to 4 sides with BRE* into envelope

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope**
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm
Undersize DL (BRE)	216mm	102mm

Finish and weight options

90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

For BRE artwork:

If freepost supply freepost address

For business reply accounts, generate your DL artwork here: <https://www.royalmail.com/response-services-artwork-generator/licence>

*Royal Mail - next-day postage for orders made before midnight the prior day.

A5 postcard - Up to 2 sides

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



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See p25 for details on higher quantities or for more bespoke requirements.



	Width	Height
A5 postcard	210mm	148mm

Finish and weight options

300gsm silk

A slightly glossier top layer enhances colour

300gsm matt

A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



- 210mm x 148mm
- Add 3mm bleed and include crop marks
- Full colour print: Output as CMYK
- Outline any live text



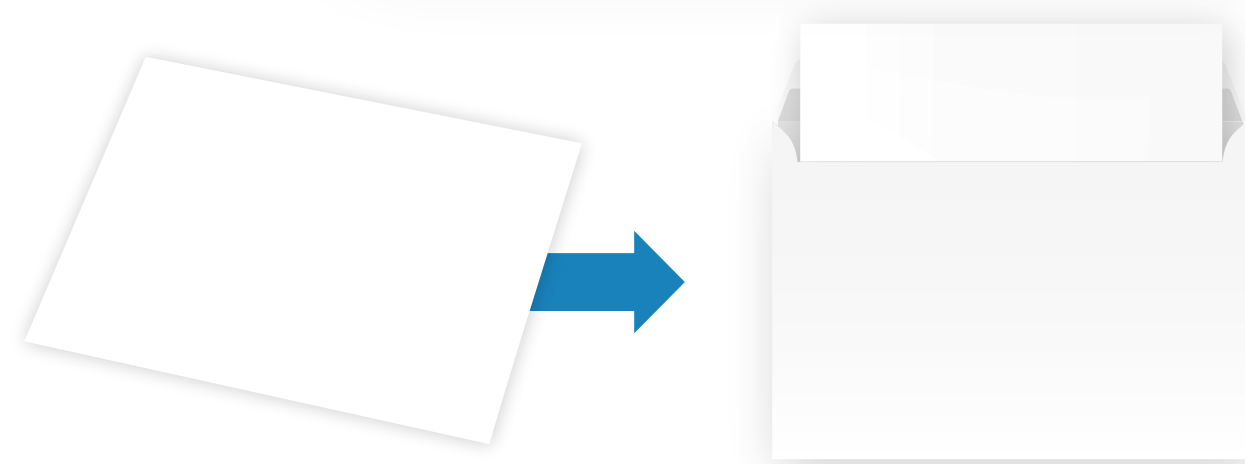
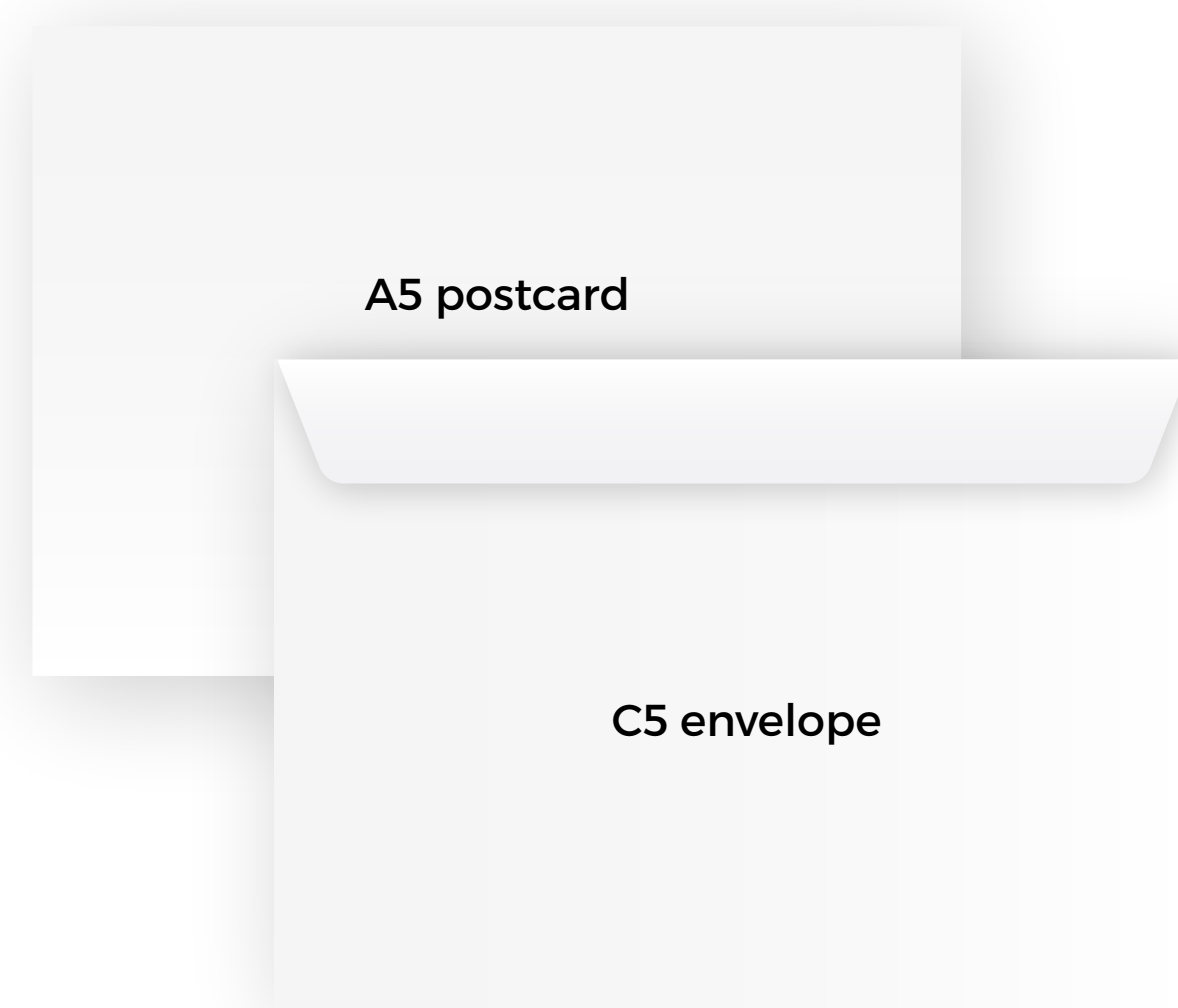
Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

A5 postcard - Up to 2 sides into envelope

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



	Width	Height
A5 postcard	210mm	148mm
C5 envelope	235mm	162mm

Finish and weight options

170gsm silk

A slightly glossier top layer enhances colour

300gsm silk

A slightly glossier top layer enhances colour

160gsm matt

A non-reflective finish, no glare or fingerprints

300gsm matt

A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 148mm

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text

*Royal Mail - next-day postage for orders made before midnight the prior day.

A4 - Folded to A5 into envelope

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



Our service level:
Produce and send orders of up to 10,000 at 24 hours' notice* from this list.
See p25 for details on higher quantities or for more bespoke requirements.



Finish and weight options

160gsm matt
A non-reflective finish, no glare or fingerprints

250gsm matt
A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

For matt option:

- Add 3mm bleed and include crop marks
- Full colour print: Output as CMYK
- Outline any live text

*Royal Mail - next-day postage for orders made before midnight the prior day.

A6 postcard - Up to 2 sides

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 1 sheet A4 letter - 130gsm silk finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 160gsm matt finish - Up to 2 sides into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with BRE into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 170gsm silk flyer into envelope
- 1 sheet A4 letter - 90gsm - Up to 2 sides with A5 300gsm silk flyer into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides with BRE into envelope
- A5 postcard - 300gsm silk finish
- A5 postcard - 300gsm matt finish
- A5 postcard - 170gsm silk finish into envelope
- A5 postcard - 300gsm silk finish into envelope
- A5 postcard - 160gsm matt finish into envelope
- A5 postcard - 300gsm matt finish into envelope
- A4 folded to A5 - 160gsm matt finish into envelope
- A4 folded to A5 - 250gsm matt finish into envelope
- A6 postcard - 250gsm silk finish



Our service level:
Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

Finish and weight options

250gsm silk

A slightly glossier top layer enhances colour

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



148mm x 105mm

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text



	Width	Height
A6 postcard	148mm	105mm

Lbox Unaddressed

Delivered by full-time, uniformed distributors who handle your campaigns with the utmost care.
Real-time GPS tracking for total peace of mind over the progress of your deliveries.



Benefits

- ⊕ **Wide range of print options** available for 24hr turnaround
- ⊕ **Greater design freedom**
- ⊕ **Lower price** than Royal Mail delivery
- ⊕ **Fast service** (order by 2pm for next day delivery, <10k items)
- ⊕ **Live GPS tracking of your campaigns' progress**
- ⊕ **Delivered by full-time, supervised staff**
- ⊕ **Posting of missed properties** (free of charge)
- ⊕ **Delivery available 6 days a week** (Mon – Sat)

Limitations

- ⊖ **Only available in approximately 20% of the UK**
- ⊖ **If a home is split into multiple flats** can only deliver to 1 letterbox
- ⊖ **Delivery to flats may not be possible** (items posted by Lbox)
- ⊖ **Brand power not as strong** as that of Royal Mail (yet!)
- ⊖ **Items not addressed** to residents or businesses

Unaddressed - Delivered by GPS-tracked staff

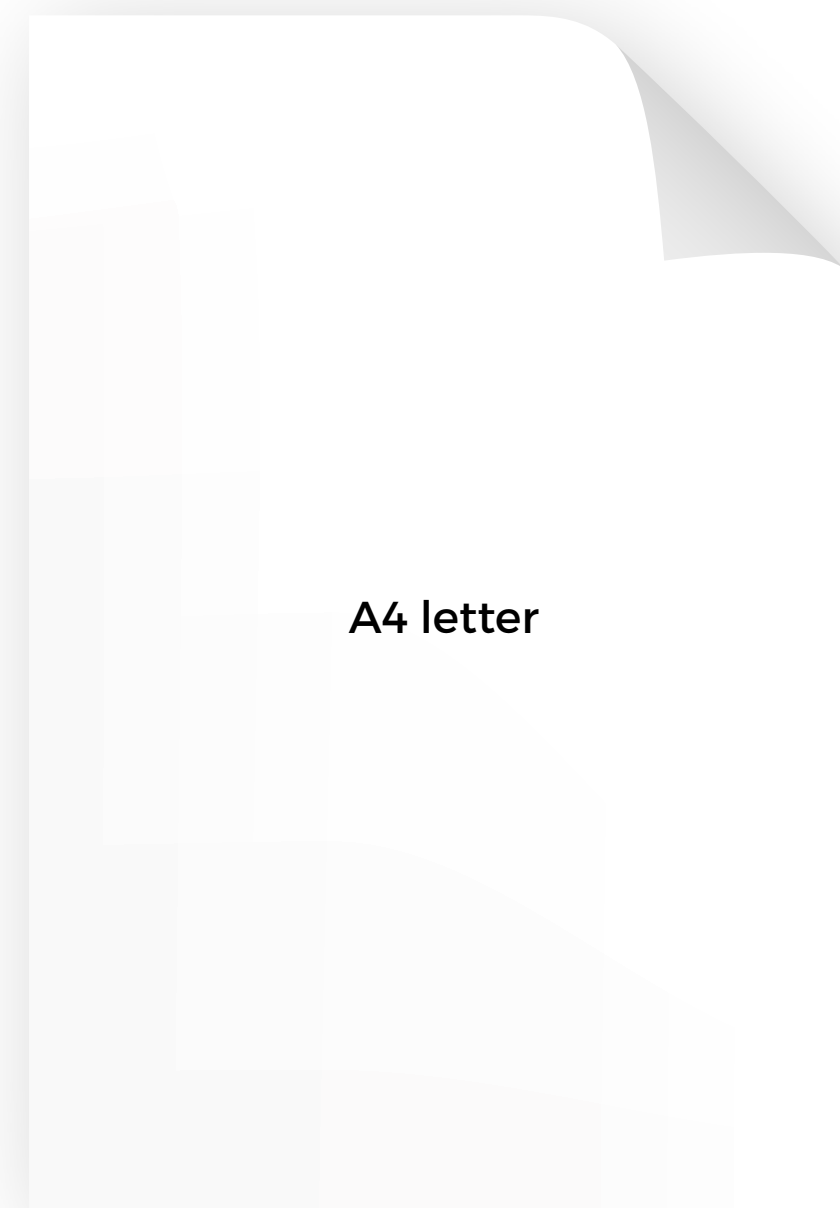


Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

1 sheet A4 letter - Up to 2 sides

- CHOOSE STOCK ⓘ
- 1 sheet A4 letter - 90gsm - Up to 2 sides
 - 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
 - 2 sheet A4 letter - 90gsm - Up to 4 sides
 - 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
 - 1 sheet A4 newsletter - 130gsm silk finish
 - 1 sheet A4 newsletter - 170gsm silk finish
 - 1 sheet A4 newsletter - 300gsm silk finish
 - 1 sheet A4 newsletter - 160gsm matt finish
 - 1 sheet A4 newsletter - 250gsm matt finish
 - 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
 - 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
 - 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
 - 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
 - A5 flyer - 130gsm silk finish
 - A5 flyer - 170gsm silk finish
 - A5 flyer - 300gsm silk finish
 - A5 flyer - 160gsm matt finish
 - A5 flyer - 250gsm matt finish
 - A5 flyer - 300gsm matt finish
 - A4 folded to A5 flyer - 130gsm silk finish
 - A4 folded to A5 flyer - 170gsm silk finish
 - A4 folded to A5 flyer - 300gsm silk finish
 - A4 folded to A5 flyer - 120gsm matt finish
 - A4 folded to A5 flyer - 160gsm matt finish
 - A4 folded to A5 flyer - 250gsm matt finish



A4 letter



Folded to DL for delivery

	Width	Height
A4 letter	210mm	297mm

Finish and weight options

90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

*Unaddressed - next-day delivery for orders made before 2pm the prior day.

Unaddressed - Delivered by GPS-tracked staff



Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

Finish and weight options

90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:

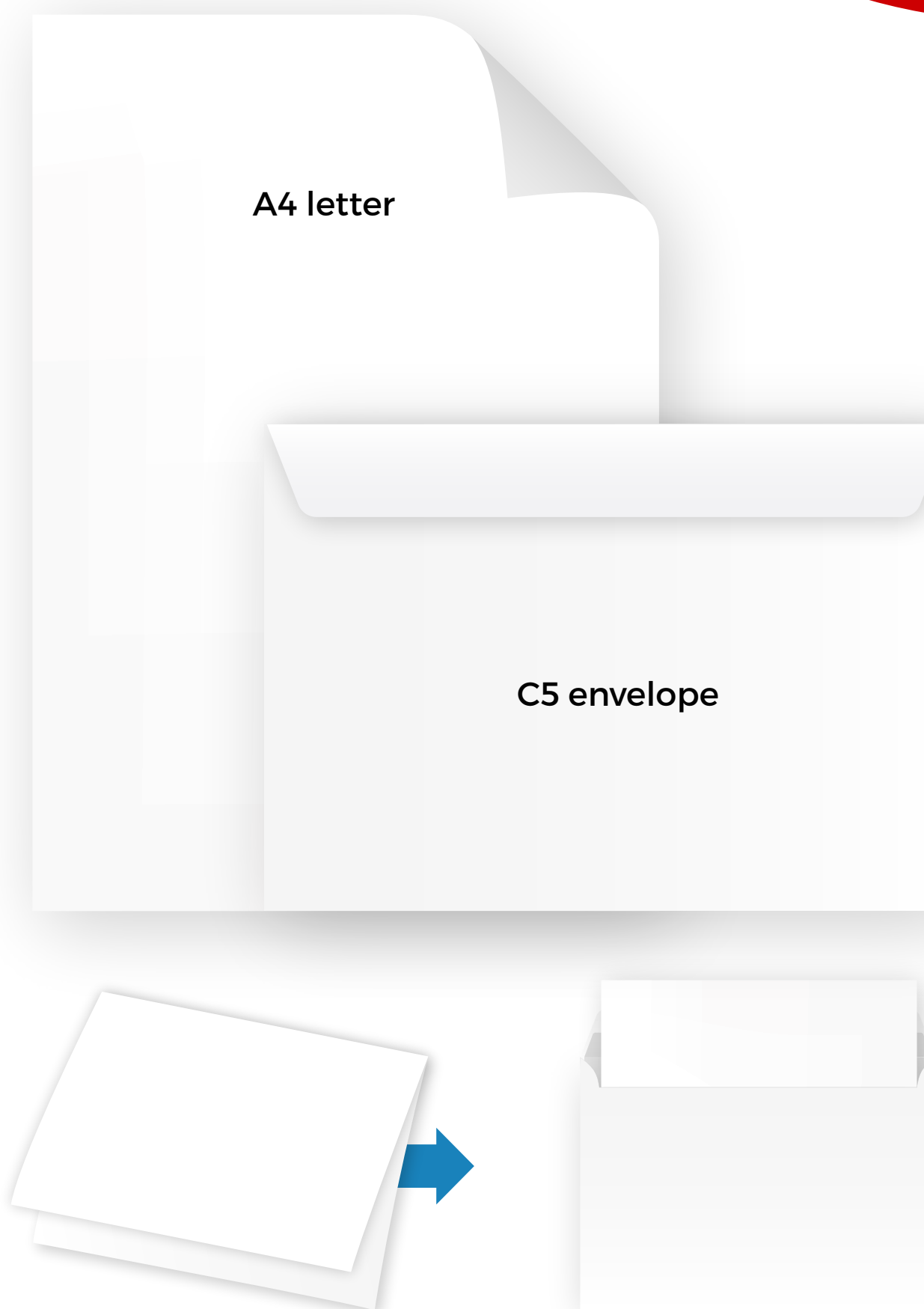


210mm x 297mm

1 sheet A4 letter - Up to 2 sides into envelope

CHOOSE STOCK

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope**
- 2 sheet A4 letter - 90gsm - Up to 4 sides
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 1 sheet A4 newsletter - 130gsm silk finish
- 1 sheet A4 newsletter - 170gsm silk finish
- 1 sheet A4 newsletter - 300gsm silk finish
- 1 sheet A4 newsletter - 160gsm matt finish
- 1 sheet A4 newsletter - 250gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish
- A5 flyer - 170gsm silk finish
- A5 flyer - 300gsm silk finish
- A5 flyer - 160gsm matt finish
- A5 flyer - 250gsm matt finish
- A5 flyer - 300gsm matt finish
- A4 folded to A5 flyer - 130gsm silk finish
- A4 folded to A5 flyer - 170gsm silk finish
- A4 folded to A5 flyer - 300gsm silk finish
- A4 folded to A5 flyer - 120gsm matt finish
- A4 folded to A5 flyer - 160gsm matt finish
- A4 folded to A5 flyer - 250gsm matt finish



	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm

*Unaddressed - next-day delivery for orders made before 2pm the prior day.

Unaddressed - Delivered by GPS-tracked staff



Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

2 sheet A4 letter - Up to 4 sides

CHOOSE STOCK ⓘ

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides**
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 1 sheet A4 newsletter - 130gsm silk finish
- 1 sheet A4 newsletter - 170gsm silk finish
- 1 sheet A4 newsletter - 300gsm silk finish
- 1 sheet A4 newsletter - 160gsm matt finish
- 1 sheet A4 newsletter - 250gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish
- A5 flyer - 170gsm silk finish
- A5 flyer - 300gsm silk finish
- A5 flyer - 160gsm matt finish
- A5 flyer - 250gsm matt finish
- A5 flyer - 300gsm matt finish
- A4 folded to A5 flyer - 130gsm silk finish
- A4 folded to A5 flyer - 170gsm silk finish
- A4 folded to A5 flyer - 300gsm silk finish
- A4 folded to A5 flyer - 120gsm matt finish
- A4 folded to A5 flyer - 160gsm matt finish
- A4 folded to A5 flyer - 250gsm matt finish



A4 letter



Folded to DL for delivery

	Width	Height
A4 letter	210mm	297mm

Finish and weight options

90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

*Unaddressed - next-day delivery for orders made before 2pm the prior day.

Unaddressed - Delivered by GPS-tracked staff



Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

2 sheet A4 letter - Up to 4 sides into envelope

CHOOSE STOCK ⓘ

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope**
- 1 sheet A4 newsletter - 130gsm silk finish
- 1 sheet A4 newsletter - 170gsm silk finish
- 1 sheet A4 newsletter - 300gsm silk finish
- 1 sheet A4 newsletter - 160gsm matt finish
- 1 sheet A4 newsletter - 250gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish
- A5 flyer - 170gsm silk finish
- A5 flyer - 300gsm silk finish
- A5 flyer - 160gsm matt finish
- A5 flyer - 250gsm matt finish
- A5 flyer - 300gsm matt finish
- A4 folded to A5 flyer - 130gsm silk finish
- A4 folded to A5 flyer - 170gsm silk finish
- A4 folded to A5 flyer - 300gsm silk finish
- A4 folded to A5 flyer - 120gsm matt finish
- A4 folded to A5 flyer - 160gsm matt finish
- A4 folded to A5 flyer - 250gsm matt finish



	Width	Height
A4 letter	210mm	297mm
C5 envelope	235mm	162mm

Finish and weight options

90gsm uncoated letter

A little rougher than coated paper, great for writing on

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

*Unaddressed - next-day delivery for orders made before 2pm the prior day.

Unaddressed - Delivered by GPS-tracked staff



Our service level:
Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

1 sheet A4 newsletter - Up to 2 sides

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 1 sheet A4 newsletter - 130gsm silk finish**
- 1 sheet A4 newsletter - 170gsm silk finish**
- 1 sheet A4 newsletter - 300gsm silk finish**
- 1 sheet A4 newsletter - 160gsm matt finish**
- 1 sheet A4 newsletter - 250gsm matt finish**
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish
- A5 flyer - 170gsm silk finish
- A5 flyer - 300gsm silk finish
- A5 flyer - 160gsm matt finish
- A5 flyer - 250gsm matt finish
- A5 flyer - 300gsm matt finish
- A4 folded to A5 flyer - 130gsm silk finish
- A4 folded to A5 flyer - 170gsm silk finish
- A4 folded to A5 flyer - 300gsm silk finish
- A4 folded to A5 flyer - 120gsm matt finish
- A4 folded to A5 flyer - 160gsm matt finish
- A4 folded to A5 flyer - 250gsm matt finish



A4 newsletter

	Width	Height
A4 letter	210mm	297mm

Finish and weight options

130gsm silk

A slightly glossier top layer enhances colour

170gsm silk

A slightly glossier top layer enhances colour

300gsm silk

A slightly glossier top layer enhances colour

160gsm matt

A non-reflective finish, no glare or fingerprints

250gsm matt

A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text

*Unaddressed - next-day delivery for orders made before 2pm the prior day.

Unaddressed - Delivered by GPS-tracked staff



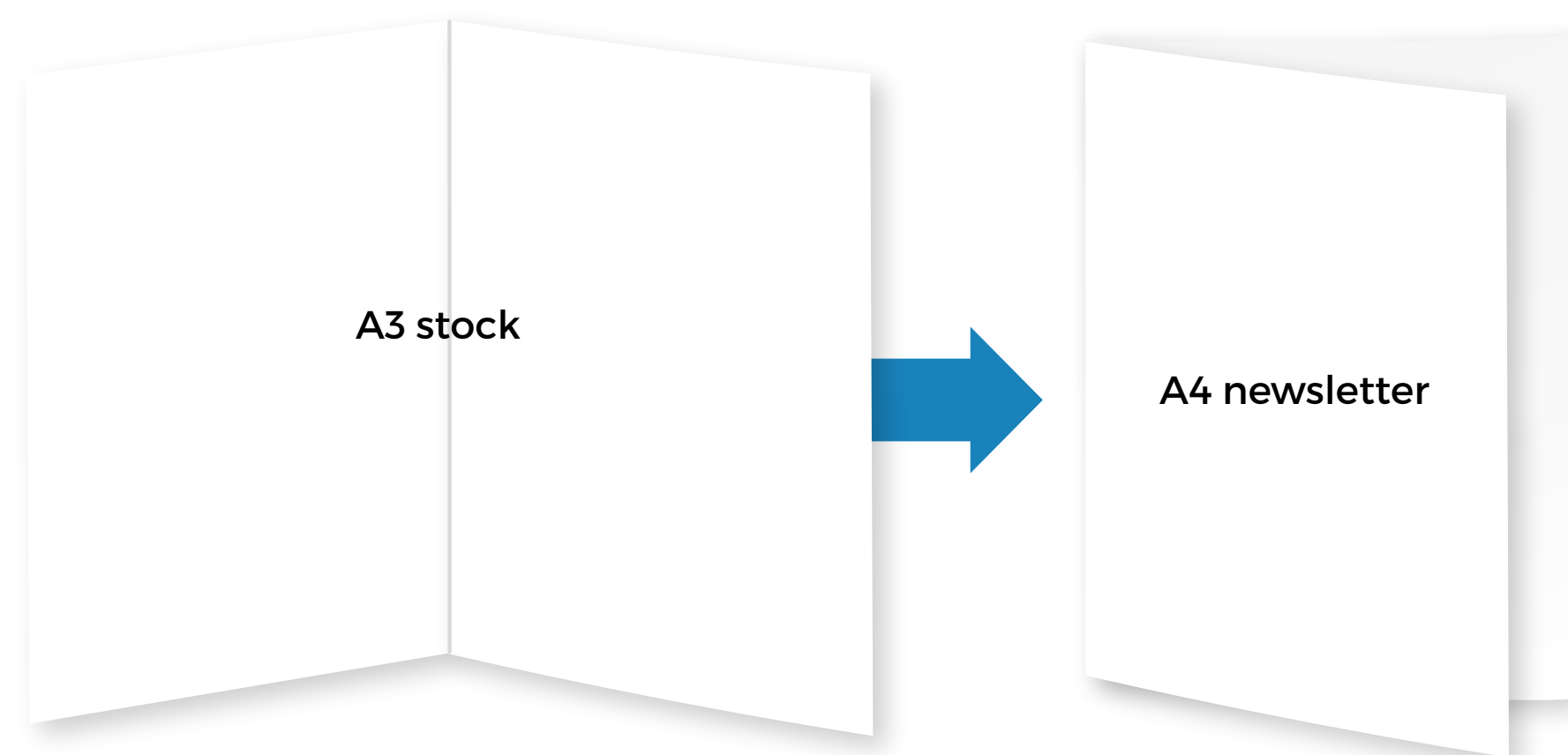
Our service level:
Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

1 sheet A3 - Up to 2 sides folded to A4 newsletter

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 1 sheet A4 newsletter - 130gsm silk finish
- 1 sheet A4 newsletter - 170gsm silk finish
- 1 sheet A4 newsletter - 300gsm silk finish
- 1 sheet A4 newsletter - 160gsm matt finish
- 1 sheet A4 newsletter - 250gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish
- A5 flyer - 170gsm silk finish
- A5 flyer - 300gsm silk finish
- A5 flyer - 160gsm matt finish
- A5 flyer - 250gsm matt finish
- A5 flyer - 300gsm matt finish
- A4 folded to A5 flyer - 130gsm silk finish
- A4 folded to A5 flyer - 170gsm silk finish
- A4 folded to A5 flyer - 300gsm silk finish
- A4 folded to A5 flyer - 120gsm matt finish
- A4 folded to A5 flyer - 160gsm matt finish
- A4 folded to A5 flyer - 250gsm matt finish



	Width	Height
A3	420mm	297mm

Finish and weight options

130gsm silk

A slightly glossier top layer enhances colour

120gsm matt

A non-reflective finish, no glare or fingerprints

160gsm matt

A non-reflective finish, no glare or fingerprints

250gsm matt

A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



420mm x 297mm

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text

Unaddressed - Delivered by GPS-tracked staff



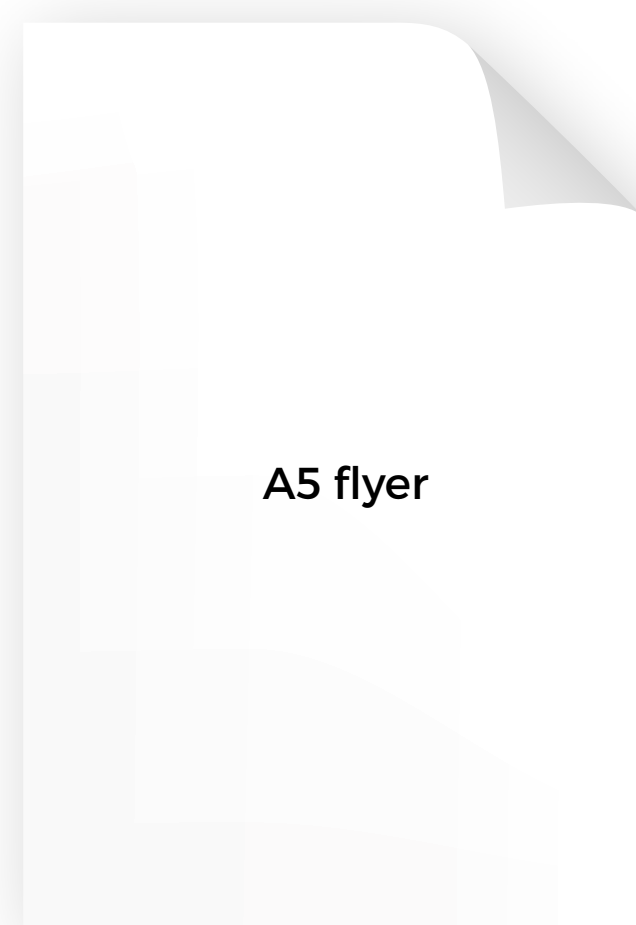
Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

A5 flyer - Up to 2 sides

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 1 sheet A4 newsletter - 130gsm silk finish
- 1 sheet A4 newsletter - 170gsm silk finish
- 1 sheet A4 newsletter - 300gsm silk finish
- 1 sheet A4 newsletter - 160gsm matt finish
- 1 sheet A4 newsletter - 250gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish**
- A5 flyer - 170gsm silk finish**
- A5 flyer - 300gsm silk finish**
- A5 flyer - 160gsm matt finish**
- A5 flyer - 250gsm matt finish**
- A5 flyer - 300gsm matt finish**
- A4 folded to A5 flyer - 130gsm silk finish
- A4 folded to A5 flyer - 170gsm silk finish
- A4 folded to A5 flyer - 300gsm silk finish
- A4 folded to A5 flyer - 120gsm matt finish
- A4 folded to A5 flyer - 160gsm matt finish
- A4 folded to A5 flyer - 250gsm matt finish



A5 flyer

	Width	Height
A5	148mm	210mm

Finish and weight options

130gsm silk

A slightly glossier top layer enhances colour

170gsm silk

A slightly glossier top layer enhances colour

300gsm silk

A slightly glossier top layer enhances colour

160gsm matt

A non-reflective finish, no glare or fingerprints

250gsm matt

A non-reflective finish, no glare or fingerprints

300gsm matt

A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



148mm x 210mm

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text

*Unaddressed - next-day delivery for orders made before 2pm the prior day.



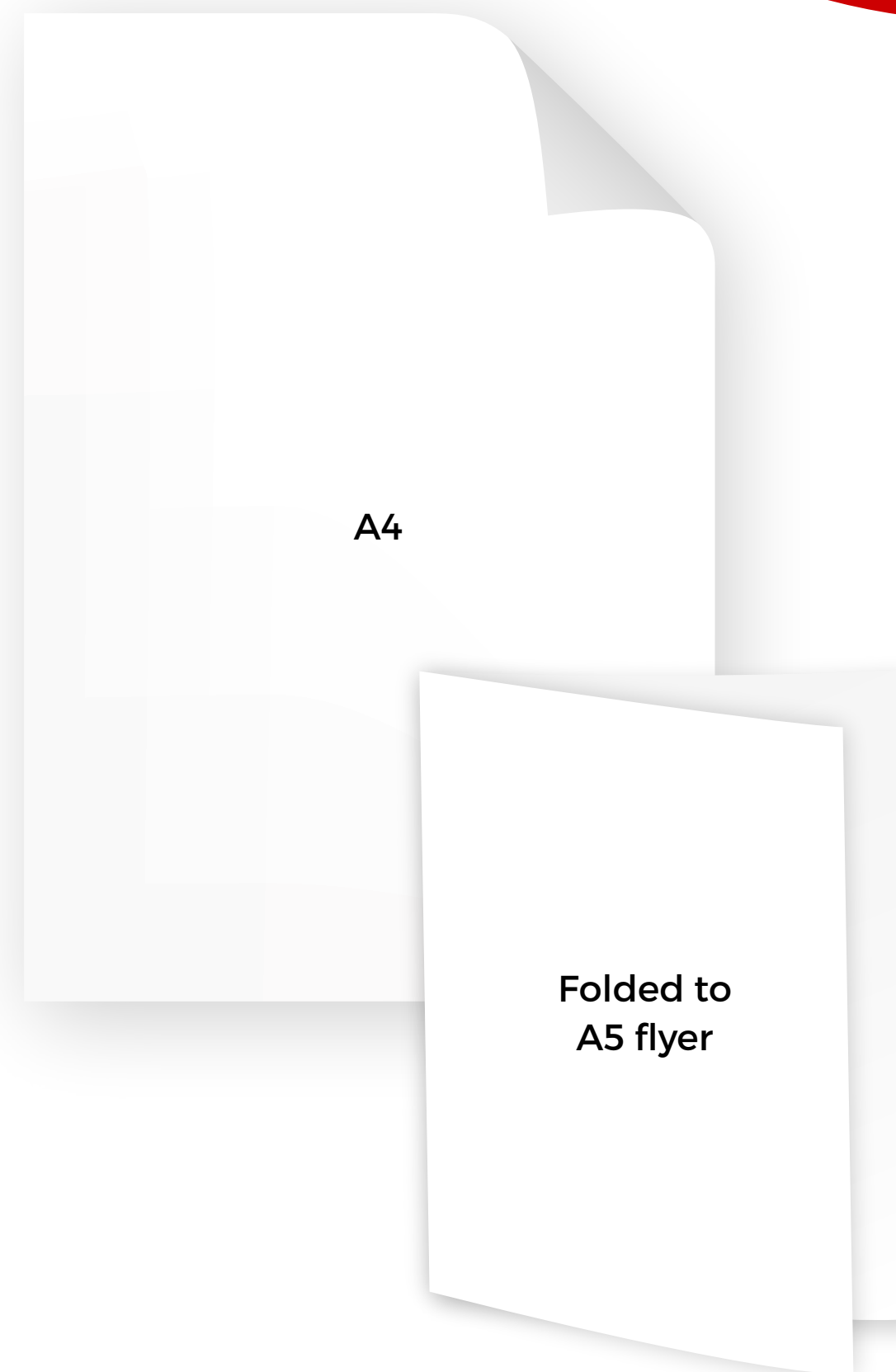
Our service level: Produce and send orders of up to 10,000 at 24 hours' notice* from this list.

See p25 for details on higher quantities or for more bespoke requirements.

1 sheet A4 - Folded to A5 flyer

CHOOSE STOCK i

- 1 sheet A4 letter - 90gsm - Up to 2 sides
- 1 sheet A4 letter - 90gsm - Up to 2 sides into envelope
- 2 sheet A4 letter - 90gsm - Up to 4 sides
- 2 sheet A4 letter - 90gsm - Up to 4 sides into envelope
- 1 sheet A4 newsletter - 130gsm silk finish
- 1 sheet A4 newsletter - 170gsm silk finish
- 1 sheet A4 newsletter - 300gsm silk finish
- 1 sheet A4 newsletter - 160gsm matt finish
- 1 sheet A4 newsletter - 250gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 130gsm silk finish
- 1 sheet A3 folded to A4 newsletter - 120gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 160gsm matt finish
- 1 sheet A3 folded to A4 newsletter - 250gsm matt finish
- A5 flyer - 130gsm silk finish
- A5 flyer - 170gsm silk finish
- A5 flyer - 300gsm silk finish
- A5 flyer - 160gsm matt finish
- A5 flyer - 250gsm matt finish
- A5 flyer - 300gsm matt finish
- A4 folded to A5 flyer - 130gsm silk finish**
- A4 folded to A5 flyer - 170gsm silk finish**
- A4 folded to A5 flyer - 300gsm silk finish**
- A4 folded to A5 flyer - 120gsm matt finish**
- A4 folded to A5 flyer - 160gsm matt finish**
- A4 folded to A5 flyer - 250gsm matt finish**



	Width	Height
A4 letter	210mm	297mm

Finish and weight options

130gsm silk

A slightly glossier top layer enhances colour

170gsm silk

A slightly glossier top layer enhances colour

300gsm silk

A slightly glossier top layer enhances colour

120gsm matt

A non-reflective finish, no glare or fingerprints

160gsm matt

A non-reflective finish, no glare or fingerprints

250gsm matt

A non-reflective finish, no glare or fingerprints

See p4 for our guide to understanding paper weights

Providing artwork

Accepted formats:



210mm x 297mm

Add 3mm bleed and include crop marks

Full colour print: Output as CMYK

Outline any live text

*Unaddressed - next-day delivery for orders made before 2pm the prior day.

Adding a strapline to your envelopes is easy with **tellthem**™

A customised envelope is an excellent way to present a professional brand image and trustworthy first impression, and also helps your mailing stand out from others.

Communicate with your recipients before they even know what's in the envelope by including a strapline or logo (or both) that really elevates your brand.

Aa Enter a strapline of your choice

 Choose from **5 strapline colour options**

 Upload your logo to be displayed

ENVELOPE STRAPLINE

Enter your strapline:

Think smart. Deliver better

Choose strapline colour:

Black

Upload a logo to be displayed on the envelope:

company-logo.png

Choose file

Black

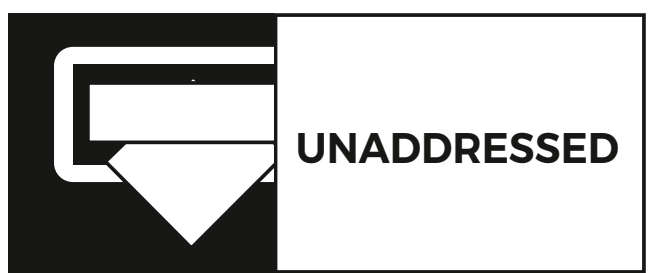
Red

Blue

Orange

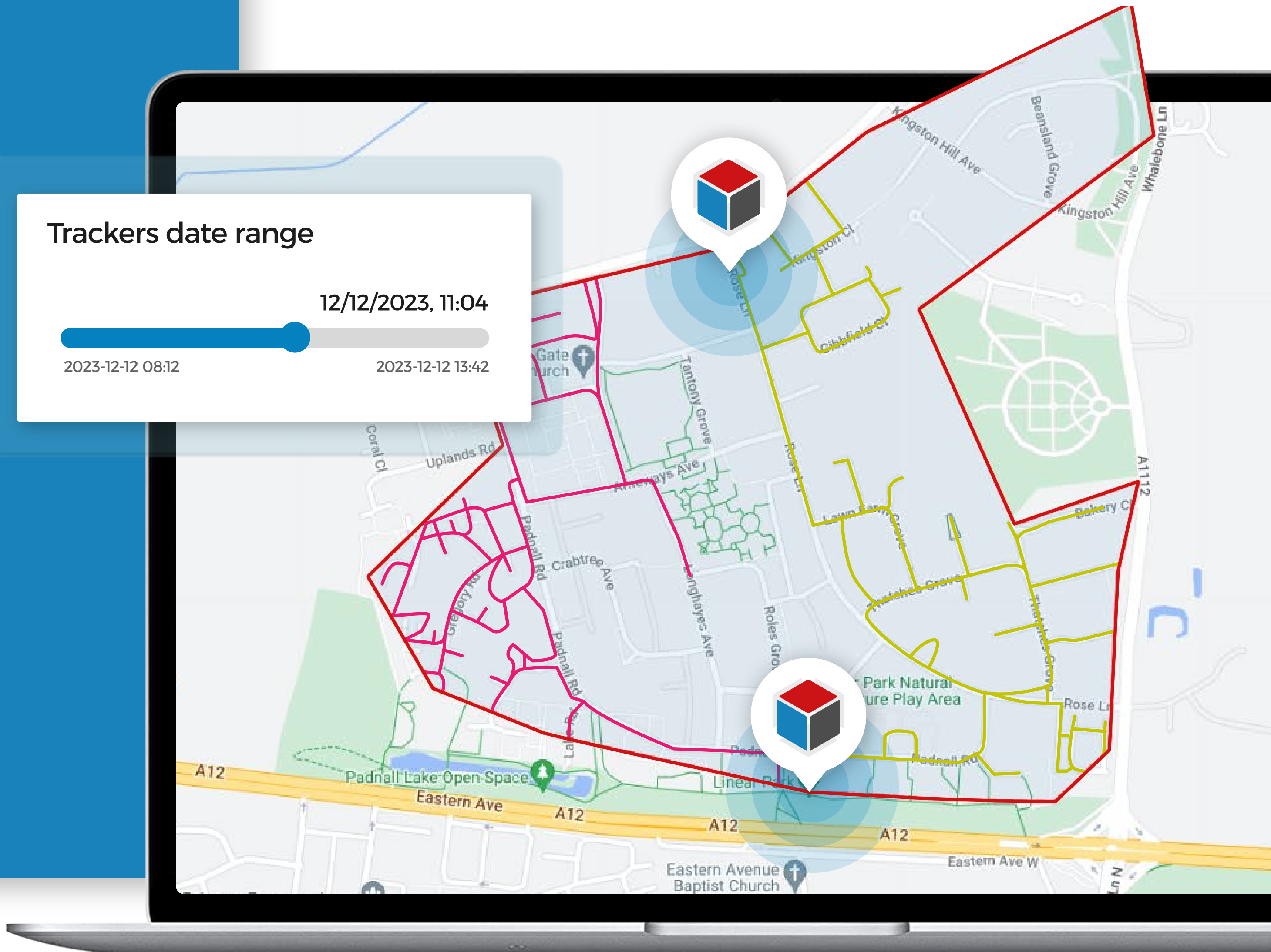
Green






Stay on top of your unaddressed deliveries with live GPS tracking


Follow the progress of your unaddressed campaigns in real time with our live GPS tracking system. Once our distributors enter your delivery area, you receive a dedicated link to view your deliveries at every step of their journey. Total transparency. Instant insights. Absolute peace of mind.



Instantly access data to contact, inform and lobby local government

Targeting a campaign at local councillors and officers? With our encyclopaedic **tellthem™** – local gov feature, you get immediate access to the contact details of relevant government officials. Save days' worth of research and precisely **map your campaigns to the people who matter.**

 **No more manual research** – gather addresses, emails, phone numbers and more in seconds with best-in-class data

 **Real-time information** – database updated nightly (Mon to Fri) – receive accurate, up-to-the-minute details

 **GDPR-compliant** – all data is collected in line with data protection regulations

 **Low-cost solution** – available for as little as £99 per month (paid annually)



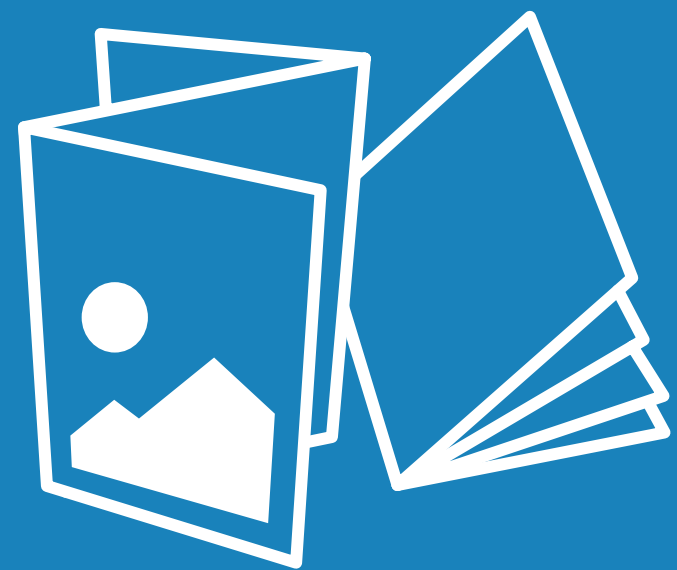
OrgURN	First name	Last name	Job title	Organisation
241021	James	Parker	Chief Executive	Babergh District Council
241021	David	Jones	Deputy Chief Executive	Babergh District Council
241021	Sam	Fletcher	Leader of the Council	Babergh District Council
241021	Lynne	Robinson	Environment Councillor	Babergh District Council
241021	Graham	Clarke	Chief Executive	Braintree District Council
241021	Sarah	Smythe	Highways Manager	Braintree District Council
241021	Nicole	Sherman	Deputy Mayor	East Suffolk District Council
241021	Daniel	Cooper	Deputy Group Leader	East Suffolk District Council
241021	Dennis	Carter	Regeneration Officer	East Suffolk District Council



With officer data available instantly, this saved us considerable time and resources; I estimate it would take about 5 days if we had to research and find contacts manually – and even then they could be out of date! We can now spend the time we save on helping our clients.



 **Up-to-date**
18th July 10:51 GMT



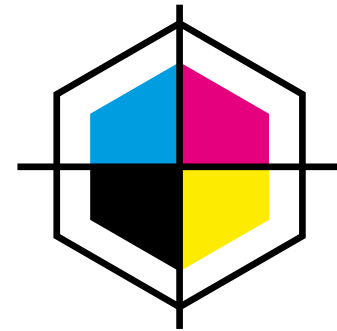
Got something a little more bespoke in mind?

No worries - we can help with any specific requirements you might have. Contact the Lbox team to discuss anything you have in mind, from multi-page bound documents to folded concertina flyers.



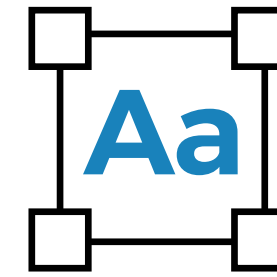
Bespoke items typically have a turnaround time of 3-5 days...

Designers' top tips



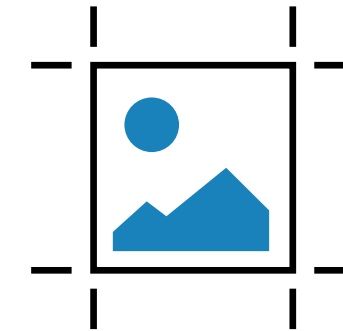
CMYK for print

CMYK is short-hand for Cyan, Magenta, Yellow and Black (K for black to avoid B being confused with Blue). Always set up in CMYK for the best print output and so you don't get any surprises.



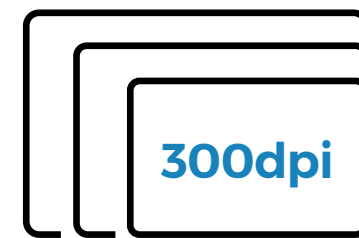
Outline your text

Always outline any live text. This ensures that if any font issues occur, it won't display or print incorrectly, or affect the finished product. (Not applicable to Word documents)



Bleed and crop marks

Use 3mm bleed and crops. Bleed is an extension of the artwork beyond the final size of the design – a margin for error when trimmed. Crop marks are the small marks that indicate where it will be trimmed.



Resolution

Any images you use in your document must be set up to the finished size and scale you want them to show on the document, and then set to a minimum resolution of 300dpi, or dots per inch. (Remember: CMYK, not RGB)



The right file type

As a rule of thumb the go-to output for print-ready files is PDF - a vector-based format that embeds fonts and imagery. Note that we also accept Word documents for letters... but only letters.



Think about a safe area

Make sure you keep any important text or imagery away from the edge of your document as you wouldn't want to lose crucial information in the trimming process. (Remember: It's OK to have bleed, but make sure it's factored into the design)



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About Lbox Communications

Data. Communications. Print. Fulfilment. Delivery.

Lbox is the home of intelligently delivered communications.

Getting your communications seen, heard and received is our priority, our purpose and our promise. With over 25 years' specialist experience, 500+ clients trust us to evolve and challenge what's possible to make their lives easier, with state-of-the-art technology at the core of everything we do.

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booking@lboxcomms.com

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