Digital Stamp Specification

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

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 Indicium. 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.

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).

TDG Digital Stamp Approval Team
The Delivery Group
Calver Road
Winwick Quay
Warrington
WA2 8UD

RM Digital Stamp Approval Team
Royal Mail Wholesale
4th Floor
185 Farringdon Road
LONDON
C1A 1AA

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.

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.

Design Requirements

The Delivery Group Digital Stamps are available from https://www.thedeliverygroup.co.uk/resources/. Please ensure the indicia 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 color to 600dpi for printing with the colour remaining consistent with the artwork issue.

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). The envelope material must have the following properties:

The white substrate must have brightness value of a minimum of 75% when measured using BS EN ISO 2470 Measurement of Diffuse Blue Reflectance Factor (ISO Brightness) of Paper and Board. The white substrate must have an opacity value of a minimum of 75% when measured using BS EN ISO 2471 Opacity (Paper Backing) of Paper and Board by the Defuse Reflectance Method.

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:

SM Digital 2nd Class Alice = Mailmark Letter services only.
SM Digital 2nd Class Defin= Mailmark Letter services only.
SM Digital 2nd Class Large Defin= Mailmark Large Letter services only.
SM Digital 2nd Class Xmas 2019 = Mailmark Letter services only (limited time only, first collection/processing date for items bearing this indicia is 5th November 2019, final collection/processing date for items bearing this indicia is 30th January 2019, any mailings sent bearing this indicia outside of these dates may incur delays and/or surcharges).

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.

TDG Digital Stamp Sample/[Insert UCID]
TDG Digital Stamp Team
The Delivery Group
Calver Road
Winwick Quay
Warrington
WA2 8UD

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

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.