

# MAILROOM PRODUCT GUIDE



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# MAILROOM

**NEW!**

## JIFFY SUPERLITE®

Brand new from Jiffy, we are delighted to present the Jiffy Superlite® mailer. The newest addition to the respected Jiffy mailer range Superlite is light weight but strong, due to the fully laminated construction with a caring, non-abrasive foam liner.

Available in crisp white, in popular sizes 1, 3, 5 and 7, perfect for fulfillment, mail order, e-commerce and distribution. An economical mailer for many applications. Moreover, as well as the clean looking aesthetics of the mailer, and the strength and performance attributes, Superlite has an impressive story to tell with regards to the packing specification.

There's 100% extra per box, per pallet and per truckload than regular Jiffy aircraft mailers. So Superlite is perfect for improved handling, storage and distribution.

### KEY FEATURES

- High Quality
- Foam Lined
- Fully Laminated
- Non-abrasive
- Light-weight Mailer



## TRIANGULAR POSTAL TUBES

An alternative to round postal tubes these triangular tubes are strong, easy to pack and stack. Palletised flat pack they save space over conventional round tubes and won't roll off conveyor systems. Complete with peel and seal tape for ease of closure there is need for additional packaging tape.

### KEY FEATURES

- Flat packed - less per pallet
- They won't 'roll' off conveying systems
- Stack easily
- Strong structure

## CIRCULAR POSTAL TUBES

Providing excellent, robust protection for items sent in the post.

### KEY FEATURES

- Easy to use
- Reusable end caps
- Approved postal packaging (no bulk surcharge)
- Supplied in various lengths and diameters





# MAILROOM

## PARCEL TAPE

Polypropylene tape from leading brands Vibac and 3M. Low cost range of carton sealing tape.

### KEY FEATURES

- Ensures fast, cost-effective work processes
- Excellent value for money
- Different grades available for all applications



## KRAFT PAPER

A pure kraft wrapping paper for use as outer packaging or interleaving.



## POSTAL BOXES

Strong self-assembly corrugated cardboard mailing postal box.

### KEY FEATURES

- Lightweight but strong
- Supplied flat for storage
- Easily assembled
- Excellent protection
- Recyclable



## POSTAL WRAPS

Corrugated wraparound, variable height mailing boxes.

### KEY FEATURES

- Self-adhesive closure strip
- Tear open strip guarantees easy removal of contents
- Special reinforced edges

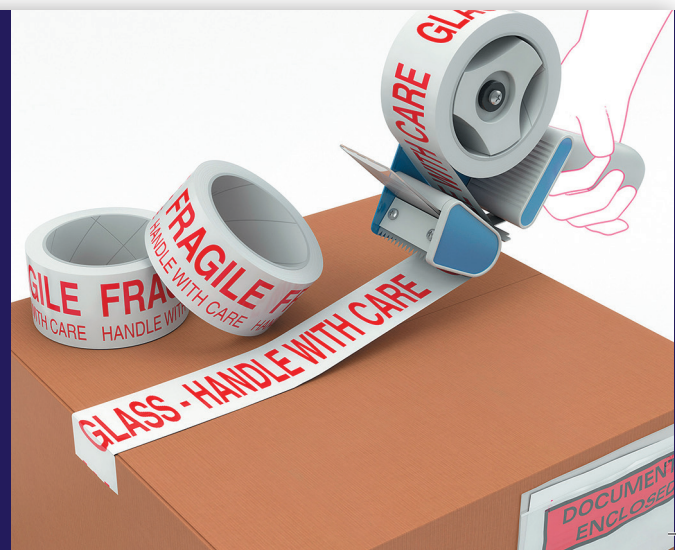


## DID YOU KNOW?

Packaging tapes can be individually printed to your specification. Why not try bespoke printed tape - a cost effective way to get your marketing message across!

### ADVANTAGES

- Advertising Impact: your logo and/or slogan on each box that leaves your company
- Theft Protection: The box cannot be opened and re-sealed
- Identification: Print contact details, instructions, etc.
- Recognition: The sender can be immediately identified



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## HELPFUL HINT:

Need help deciding what items best suit your requirements? You can refer to our mail formats guide, found on the back cover, for all of the information you will need regarding Royal Mail's business postal sizes.



## RIGIKRAFT™ ENVELOPES

Rigid corrugated envelope with a self-seal closure. Variable height with creased grooves all the way round.

### KEY FEATURES

- Prevents the contents from being bent
- Tough and light
- Easy open tear strip
- Robust and cost-effective

## POSTAL BOXES

Strong self-assembly corrugated cardboard mailing postal box.

### KEY FEATURES

- Suitable for a variety of packaging and mailing applications
- Supplied flat for storage
- Lightweight but strong
- Easily assembled



## DOCUMENT ENCLOSED ENVELOPES

Self adhesive pocket for use on packaging materials.

### KEY FEATURES

- Accompanying documents are not overlooked
- Fast and secure application
- Usable immediately after application
- Temperature-resistant, highly adhesive



## GRIP SEAL BAGS

Resealable, reusable mini-grip bags made from polyethylene.

### KEY FEATURES

- Supplied in many sizes and thicknesses
- Easy and quick to seal
- Reusable
- Food safe
- Tough





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## POLY MAILERS

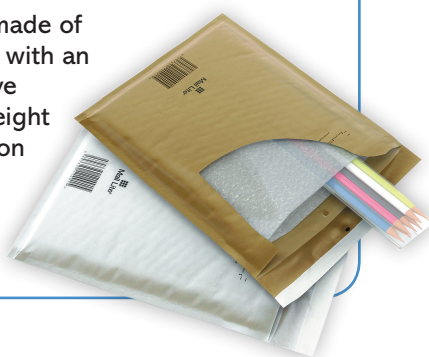
Heavy duty co-extruded durable polythene mail order postal mailers.

### KEY FEATURES

- Environmentally friendly and 100% recyclable and degradable
- Accepts handwriting, stamps or franking or labels
- Waterproof, tear and puncture resistant
- Especially lightweight, saving on postage costs

## MAIL LITE®

Cost effective mailing envelope made of strong white or gold kraft paper, with an inner layer of bubble wrap to give cushioned protection for light weight items. A self seal adhesive strip on the flap helps to save time in busy packing and postal departments.



## CORRUGATED PAPER

Corrugated cardboard made of 100% recycled paper with corrugation on one side (flutes).

### KEY FEATURES

- Large range of various sized rolls from stock
- Also available in sheets and with an adhesive backing
- Environmentally-friendly, recycled product



## BUBBLE WRAP

Flexible tear resistant transparent plastic packaging.

### KEY FEATURES

- Air-filled bubbles provide soft cushioning for tough protection against shock, vibration and water damage
- Lightweight, clean and flexible
- Transparent, so product identification is instant and easy



# MAILROOM

## JIFFY® AIRKRAFT

Lightweight economical mailer, perfect for items that are susceptible to impact during transit.

### KEY FEATURES

- Super light bubble lining
- Excellent tear and puncture resistance
- Strong self seal closure
- High quality glazed finish



## JIFFY® PADDED BAGS

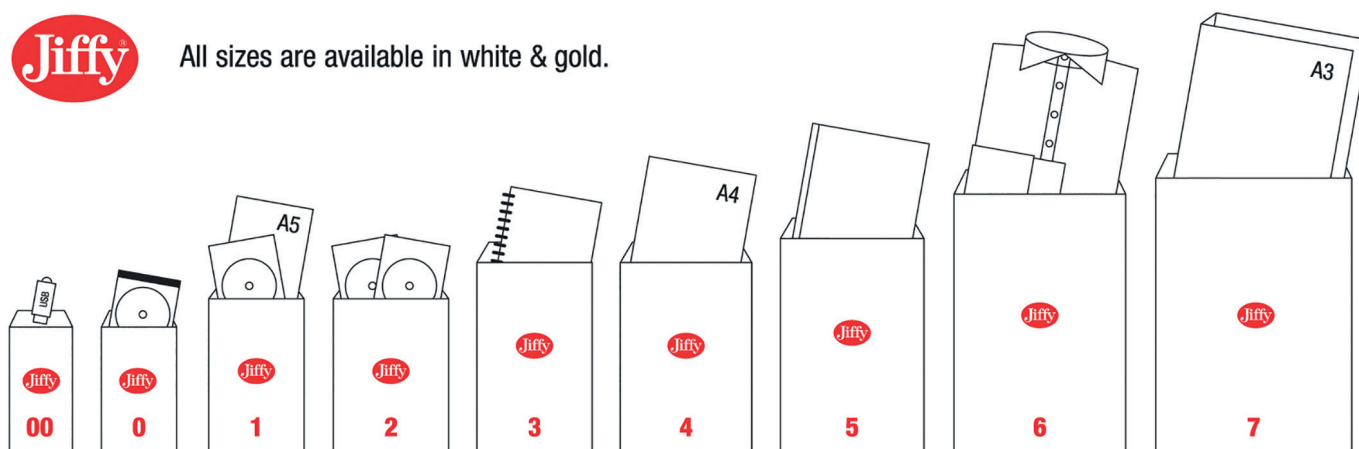
Tough, recyclable 100% paper padded bag with seal strip on flap which saves time in busy packing and postal departments.

### KEY FEATURES

- Made of strong gold kraft paper
- Padding made from recyclable material
- Ideal for protection of heavy duty products during mailing
- Protects against shocks, moisture and dirt



All sizes are available in white & gold.



Product	Dimensions (mm)		Popular Applications	Pack Qty	Royal Mail Size Guide*
	Internal	External			
Bubble Lined Mailer 00	115 x 195	145 x 210	A6, Memory Stick	100	Large Letter
Bubble Lined Mailer 0	140 x 195	170 x 210	Single CD	100	Large Letter
Bubble Lined Mailer 1	170 x 245	200 x 260	A5, DVD / Video Game	100	Large Letter
Bubble Lined Mailer 2	205 x 245	235 x 260	Multiple DVD / Video Games	100	Large Letter
Bubble Lined Mailer 3	205 x 320	250 x 335	Books	50	Large Letter
Bubble Lined Mailer 4	230 x 320	270 x 335	A4, Brochures	50	Packet
Bubble Lined Mailer 5	260 x 345	290 x 360	Large Books	50	Packet
Bubble Lined Mailer 6	290 x 445	320 x 460	Clothing, Oversized A4	50	Packet
Bubble Lined Mailer 7	340 x 445	370 x 460	A3, Files, Ringbinders	50	Packet

\*Refers to closed dimensions of bags in relation to Royal Mail size based pricing. External dimensions quoted with the flap closed. Flap = 40mm



# INTRODUCING THE NEW JIFFY SUPERLITE®



## HIGH QUALITY

- Aesthetically pleasing
- Crisp, clean, white kraft outer



## PERFORMANCE

- Equal in drop tests to Jiffy Aircraft mailer



## COMPACT

- 100% extra per box means reduced storage and distribution costs



## CHOICE

- Size available - 1, 3, 5 and 7
- Popular oversized 'A' sizes



## LOVE TO SHOP

**BUY NEW JIFFY SUPERLITE® AND ENTER OUR PRIZE  
DRAW TO WIN £250 LOVE2SHOP VOUCHERS**







Promotion will run until 30th September 2016.  
Vouchers cannot be exchanged for cash. Any liability for tax or other duty payable on the prize shall be the sole responsibility of the winner. The promoter is Antalis UK Ltd, Interlink Way West, Coalville, Leicestershire, LE67 1LE.

The promoter reserves the right to remove the promotion at any time without prior notice.

**ENTER AT: [WWW.OFFICEPROMOTIONS.CO.UK/LOVE2SHOP](http://WWW.OFFICEPROMOTIONS.CO.UK/LOVE2SHOP)**

# MAIL FORMATS

FORMAT	EXAMPLES	MAX WEIGHT	MAX LENGTH	MAX WIDTH	MAX DEPTH
<b>LETTER</b> 	Greetings cards, personal letters, postcards	100g	24cm	16.5cm	5mm
<b>LARGE LETTER</b> 	A4 documents, magazines, CD or DVD in case	750g	35.3cm	25cm	2.5cm
<b>SMALL PARCEL</b> 	Ladies boots, winter 'puffer' coats, desk lamps	2kg	45cm	35cm	16cm
<b>MEDIUM PARCEL</b> 	Gifts, shoes, heavy or bulky items	20kg	61cm	46cm	46cm

## TUBES

For tube-shaped items, the length of the item plus twice the diameter must not exceed 104cm, with the greatest dimension being no more than 90cm.

## LARGE PARCELS

Parcels greater in size than 61cm x 46cm x 46cm or heavier than 20kg can be sent using Parcelforce services which include tracking and are guaranteed.

Sending items with any dimension larger than those listed above? You'll need to send those items via Parcelforce Worldwide services where items can measure up to:

- 1.5m in length and 3m length and depth combined
- Weight limit: 30kg
- Large parcels can only be sent via Parcelforce

Information based on Royal Mail's size, format and weight guide for the UK. Valid as of January 2016.