

Examples showing the layout of information on an address label

Return Address
CoDEstorm plc
CoDEstorm House
Walton Road
Farlington
PORTSMOUTH
PO6 1TR

Delivered by



Royal Mail



ROYAL MAIL

POSTAGE PAID GB
SOUTHAMPTON 2500

Mr AB Sample
Sample Building
Sample Street
Sample Town
Sample County
AB1 2DE

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CoDEstorm House
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Return Address

We do recommend that a valid UK return address is applied to all mail.

When a return address is applied to the mail piece, it must comply with the following requirements:

1. The content of the return address must follow the Delivery Address structure as per the 'Addressing' chapter.
2. The first line must identify the address as a return address and must state the words 'Return Address'

An example of a return address is provided:

Return Address
Royal Mail House
Rowland Hill Close
Dorcan
Swindon
SN3 5TQ

Return Address formatting

	Requirements
All mail	<ul style="list-style-type: none">• The format must follow the delivery address requirements as per the 'Addressing' chapter
Mail other than franked mail	<ul style="list-style-type: none">• The font size for the return address on mail other than franked mail must be the same or smaller than the font of the delivery address• The exception to this is for mail posted as 'Articles for the Blind'
Franked mail specifics	<ul style="list-style-type: none">• Where only the return address is printed in the 'slogan block area' on Franked mail, return addresses must be printed using either the 'Lucida Console' or 'Letter Gothic' fonts in 10-14pt.• Where both a return address and slogan are required in the 'slogan block area' on Franked mail, the following rules must be applied :<ol style="list-style-type: none">a) return address on must be printed using either the 'Lucida Console' or 'Letter Gothic' fonts of 6-14pt (8pt recommended)b) when the Return Address is printed in the slogan box with the BMA Licence it must be 12ptc) Slogans where the company name contains the words 'Return', 'Address' and 'Undelivered' should be avoided.