

DETAILED DESCRIPTION OF PAPER CRITERIA FOR UNADDRESSED MAIL, STANDARD FORMAT

This is a general guide in terms of what we know can be produced in our machinery.

Note: Customers can also test other paper qualities than those listed below and have them approved as standard format. Separate guidelines apply.

Format

We have divided the formats into two categories: A4 and A5. The fewest items will be exactly A4 or A5. However, most will be close to these formats.

Paper

We have divided the paper into four categories: LWC matt, LWC gloss, fine paper and virgin / recycled fibre qualities. It will be necessary to execute some discretion. Depending on the format, thickness and what paper quality the item is made of there is a minimum weight requirement that are set (grams per m2).

1. A4 format.

Items in A4-format with a thickness of 1 mm to 5 mm not all pages of the item must meet the paper quality requirements. The content in a cover can be of lower quality (25 m2 or of higher quality), the cover must meet the requirements in table 1.

Table 1 A4 format

	Fine papi	LWC, matt	LWC, gloss
4 pages	60 g/m ²	60 g/m ²	80 g/m ²
4 pages folded twice	50 g/m ²	50 g/m ²	70 g/m ²
8 – 12 pages	50 g/m ²	50 g/m ²	60 g/m ²
8 – 12 pages folded twice	42 g/m ²	42 g/m ²	50 g/m ²
Up to 1 mm	60 g/m ²	60 g/m ²	70 g/m ²
Up to 1 mm folded twice	50 g/m ²	50 g/m ²	60 g/m ²
1 mm – 2 mm	70 g/m ²	70 g/m ²	100 g/m ²

2. A5 format

For items in A5-format with a thickness of 1 mm to 5 mm not all pages of the item must meet the paper quality requirements. The content in a cover can be of lower quality (25 m2 or of higher quality), the cover must meet the requirements in table 2. A5-format must be folded along the side, not the short side.

Table 2 - A5-format

	Fine paper	LWC, matt	LWC, gloss
Up to 12 pages	70 g/m ²	70 g/m ²	80 g/m ²
Up to 1 mm	60 g/m ²	60 g/m ²	70 g/m ²
1 mm - 2 mm	100 g/m ²	100 g/m ²	100 g/m ²

3. Virgin/recycled fibre qualities («Newspaper-type»)

Table 3

A4	Tabloid	Full format
4 pages	55 g/m ²	85 g/m ²
8 pages	45 g/m ²	
12 pages	45 g/m ²	
16 pages	42 g/m ²	
20 pages	55 g/m ²	
24 pages	55 g/m ²	