



1<sup>st</sup> September 2008

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Copied for information to:

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#### CONDITION 7 NOTIFICATION:

#### Relaxation of Customer Barcode Specification for Mailsort® 120 CBC, Mailsort® 700 and mailmedia® Plus

Dear Philip,

I am writing to notify you, as required by Condition 7 of our Licence, that on 1<sup>st</sup> December 2008 Royal Mail will relax a current requirement relating to Customer Barcodes (CBC) that form part of entry criteria for the following products;

- Mailsort® 700 (including when used with Mailsort Light)
- Mailsort® 120 CBC (including when used with Mailsort Light)
- mailmedia® Plus

Royal Mail would like to make this beneficial change as soon as possible but are mindful of the 3 month pre-deployment period that is required.

Currently customers are asked to add a full and correct Royal Mail Customer Barcode (CBC) to *all* Direct selection items, and to *all* Residue items which have a full and accurate Postcode. Additionally, since a minimum of 90% of all items in a mailing need to have a full and accurate Postcode, the same percentage of all items need to have a full and correct CBC.

From 21<sup>st</sup> November customers need only ensure that a full and correct Royal Mail Customer Barcode (CBC) appears on a minimum of 90% of the items in a mailing. Mailsort 700 and mailmedia Plus must continue to have a full and correct CBC on all direct selection items. This relaxation of the current specification continues Royal Mail's desire to make access to its products

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and services as easy as possible. In particular it will help customers who combine mail from different production lines where one production line may not add a barcode even when the mail item has a full and accurate address.

Changes will be made to product literature in due course. A copy of this letter has been sent to Postwatch and will be published on Royal Mail's website within four working days.

Yours sincerely,

A handwritten signature in black ink that reads "M Waples". The signature is written in a cursive style with a large, stylized 'M'.

Mark Waples  
Regulation & Commercial Policy Manager