

The logo for Selectabase, featuring the word "selectabase" in a white, lowercase, sans-serif font on a purple rounded rectangular background.A vertical double-headed arrow indicating a distance of 5cm from the top edge of the page to the top edge of the blue address area box.A horizontal double-headed arrow indicating a distance of 2.5cm from the left margin to the left edge of the blue address area box.

This is the address area,  
and needs to be kept clear.

It is 8cm wide, 3.9cm high,  
5cm from the top of the page,  
2.5cm from the left.

## Welcome to Create & Post

This example template is designed to give you some information on how to set up your documents for use with Create & Post.

The first thing to remember is the clear zone you need to leave for the name and address. When you use Create & Post, we automatically add the name and address in the right place.

To do this, you need to keep a clear zone in your templates which is outlined above as the blue box. We also print a barcode in the left margin on the front of each page, leave the 1.5cm left hand margin for this and remember to check your proof.

It's as simple as that...

Thanks for using Create & Post, and if you have any questions or queries, don't hesitate to contact us at [info@selectabase.co.uk](mailto:info@selectabase.co.uk) or telephone 01304 382211 and ask for the Create & Post department.

Regards,

The Create & Post Team

Selectabase Ltd

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