

BRC

Business Reply Card

BRE

Business Reply Envelope

Business Reply Licence

Licence issued by the Post Office to use business reply facilities

Deduplication

Matching and elimination of identical names from a database

Duplex

Laser printing both sides of a sheet

Inkjet

A printing process using a jet stream of ink droplets

Laser Printing

The main technique used for the production of printing letters

OCR

Optical Character Reading Recognition

Outer

Container for a mailing piece eg outer envelope, polybag

Pocket envelope

A type of envelope whose flap lies on the short edge

PPI

Printed Postage Impression. An indicia printed in the top right hand corner of mailing envelopes to indicate who the postage carrier is and type of service

Proof

A printed sample of work to be checked prior to printing

Simplex

Lasering one side of a sheet only

Wallet envelope

A Type of envelope whose flap lies on the long edge