

Business Reply Envelopes (BRE)

Also known as BREs, business reply envelopes are frequently added to mailpiece collations as an insert. Since BREs will typically be included in all mailpieces, it must be fed from a feeder that is set to Always mode.

Size

Since inserts are added to the collation after the documents are folded, they must be smaller than the outer envelope provided.

Envelopes

Envelopes come in all sizes, and are directly associated with the type of fold used for the documents to be mailed. Whether the envelope size drives the fold type to be used, or the fold type drives the envelope size selected, the end result must be that the documents fit easily into the outer envelope.

Postage and Output Processing

Every application needs some means of postal evidencing, which can be accomplished by means of postage meters and indicia, permit mail and manifesting.