



Publishing Mail Rate card

Royal Mail Publishing Mail®

March 2017



Royal Mail

Helping your business thrive and prosper

Royal Mail is the UK's designated Universal Postal Service Provider, supporting customers, businesses and communities across the country. We are the only company that has the capability to deliver a 'one-price-goes-anywhere', six-days-a-week service on a range of letters and parcels to more than 29 million addresses across the UK.

Online Price Calculator

Use our online price calculator to find the best options for your mailing. There's also a downloadable excel version.

royalmailtechnical.com/calculator

For other prices such as stamps, franking, parcels and international please visit:

royalmail.com/prices2017

From 27 March 2017 prices in this rate card can be found at royalmail.com/publishing-mail

Although correct at the time this rate card was produced (March 2017), postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.

Up-to-date information may be obtained by visiting royalmail.com

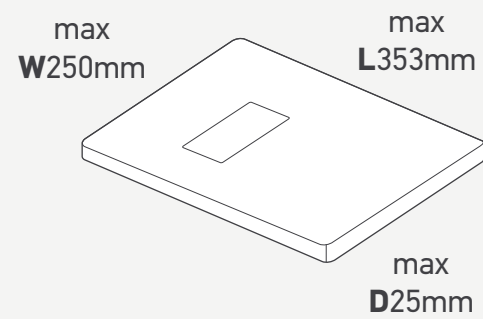
Contents

Know your formats	4
<hr/>	
Royal Mail Publishing Mail® Rate Card	
<hr/>	
Low Sort: Full prices and per gram increments	5
Calculating the price of your mailing	6
High Sort: Full prices and per gram increments	7
Calculating the price of your mailing	9
250k option	11
Publishing Mail with Premium option	12
Publishing Mail Profile	12
<hr/>	
Adjustment charges	13
<hr/>	

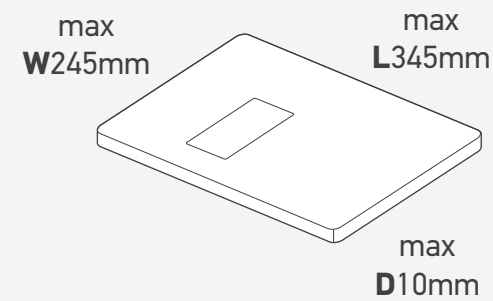
Know your formats

Here are the formats we use to work out the postage. Each format has its own size and weight limits. The illustrations below will help you work out which format your item will fall into.

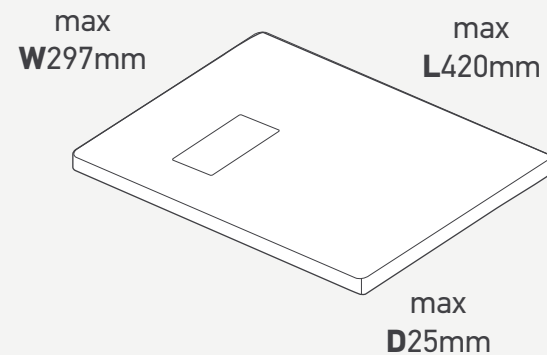
Large Letter Up to 750g



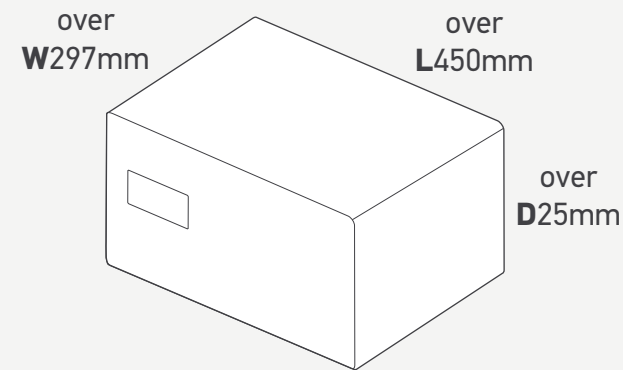
Large Letter – machine readable Up to 750g



A3 Parcel Up to 750g



Parcel Up to 2kg



Publishing Mail

Low Sort OCR & Mailmark

Table 1 – Full prices and per gram increments

Format	Weight	1st Class		2nd Class	
		Full Price	Per Gram Increment	Full Price	Per Gram Increment
Large Letter OCR	0-100g	57.7p	N/A	40.9p	N/A
	101-250g	63.0p	N/A	51.9p	N/A
	251-750g	63.0p	0.1636p	51.9p	0.1394p
Large Letter Mailmark	0-100g	57.5p	N/A	40.7p	N/A
	101-250g	62.9p	N/A	51.8p	N/A
	251-750g	62.9p	0.1635p	51.8p	0.1392p

Prices in this table exclude VAT, which is charged at the standard rate. Please note that Low Sort is not available with the Publishing Profile discount.

Table 2 – Product Codes

Product Code	Format	Delivery Speed	
		1st Class	2nd Class
	Large Letter OCR	PQ3	PQ4
	Large Letter Mailmark	EBP	EBQ

Table 3 – Sortation and machine-readable discounts

Format	1st Class	2nd Class
Large Letter OCR	8.90%	8.75%
Large Letter Mailmark	10.75%	10.40%

Table 4 – Volume Related Discounts (VRDs)*

Format	Number of Items	1st Class and 2nd Class	
		OCR	Mailmark barcode
Large Letter	1,000-9,999	0.00%	0.00%
	10,000-19,999	1.00%	1.00%
	20,000-39,999	1.50%	2.50%
	40,000-59,999	2.00%	4.00%
	60,000 +	3.00%	4.50%

*Volume Related Discounts for direct items are based on total daily volumes over multiple sales order lines providing all items are posted on the same day; posted from the same posting location (site); posted via the same product, format and magazine code, and only applies to direct items (residue items are not counted towards the calculation). Low Sort and Volume related discounts are not available for our Publishing Mail with Premium option or in conjunction with our Publishing Mail with 250k option discount or Publishing Mail with Profile option discount.

Publishing Mail

Table 5 – Trayed Mail Savings

	Saving per item
Low Sort Large Letters (up to 10mm thick)	0.60p

Discounts apply after all other discounts (VRDs, sortation, profile price, etc) are applied but before VAT

For further information on using trays please visit royalmail.com/traysavings

Calculating the price of your Publishing Mail with Low Sort option mailing

Step 1: Find the full price for the items you are mailing. If the item weighs more than 250g, then an incremental price should be added to the full price based on the exact weight of the item. The incremental price is calculated as the incremental weight in grams above 250g (or above 1000g if the item is heavier than 1000g), multiplied by the gram price increment. The result is rounded to the nearest 1/10th of a penny.

Step 2: Identify the appropriate sortation and machine-readable discounts from Table 2.

Step 3: Add to the sortation and machine-readable discount the applicable Volume Related Discount from Table 3.

Step 4: Apply the aggregate discount to the full price to calculate the item price.

Step 5: Multiply the prices by the number of items.

Worked example

A 2nd Class posting of 98,277 Large Letters Mailmark weighing 302g each.

Step 1: The full price = 51.80 + ((302 – 250) x 0.1392p) = 59.0384p rounded to the nearest 1/10th of a penny = 59.0p.

Step 2: The sortation and machine-readable discount = 10.40% from Table 2.

Step 3: VRD from Table 3 = 4.50% added to the sortation and machine-readable discount of 10.40% gives a total of 14.90%.

Step 4: Price = 59.0p x (100%–14.90%) = 50.209p.

Step 5: Price of mailing = (50.209p x 98,277)/100 = £49,343.9 (excluding VAT).

Trayed Mail Savings:

Low Sort Large Letter mailings presented in trays will save 0.6p per item from Table 4 = (0.6p x 98,277)/100 = £589.66 (excluding VAT).

Total tray price of mailing = £49,343.9 - £589.66 = £48,754.24 (excluding VAT).

Publishing Mail

High Sort

Table 1 – Full prices and per gram increments

Format	Weight	1st Class		2nd Class	
		Full Price	Per Gram Increment	Full Price	Per Gram Increment
Large Letter	0-100g	58.4p	N/A	41.4p	N/A
	101-250g	63.6p	N/A	52.7p	N/A
	251-750g	63.6p	0.1653p	52.7p	0.1412p
Parcel*	0-750g	179.9p	N/A	149.9p	N/A
	751-1000g	179.9p	0.1499p	151.0p	0.1285p
	1001-2000g	219.0p	0.2200p	184.0p	0.0900p
A3 Parcel*	0-100g	109.9p	N/A	94.4p	N/A
	101-250g	118.6p	N/A	101.9p	N/A
	251-750g	118.6p	0.1009p	101.9p	0.0690p

Prices in this table exclude VAT, which is charged at the standard rate.

*Prices effective from 29 March 2016.

Table 2 – Product Codes

Product Code	Format	Delivery Speed	
		1st Class	2nd Class
	Large Letter	PR1	PR2
	Parcel	PR1	PR2
	A3 Parcel	PR1	PR2

Table 3 – Sortation discounts

Format	1st Class		2nd Class	
	Direct Items	Residue Items	Direct Items	Residue Items
Large Letter	11.45%	4.44%	11.44%	4.44%
Parcel	15.00%	9.00%	15.00%	9.00%
A3 Parcel	15.00%	9.00%	15.00%	9.00%

Publishing Mail

High Sort

Table 4 – Volume Related Discounts*

Format	Number of Items	1st Class		2nd Class	
		Direct Items**	Residue Items†	Direct Items**	Residue Items†
Product Code		PR1		PR2	
Large Letter	0 – 9,999	0.00%	0.00%	0.00%	0.00%
	10,000 – 19,999	1.00%	1.00%	1.00%	1.00%
	20,000 – 39,999	2.50%	1.50%	2.50%	1.50%
	40,000 – 59,999	4.00%	2.00%	4.00%	2.00%
	60,000 +	4.50%	3.00%	4.50%	3.00%
A3 & Parcel	0 – 4,999	0.00%	0.00%	0.00%	0.00%
	5,000 – 7,999	0.50%	0.50%	0.50%	0.50%
	8,000 – 11,999	0.80%	0.80%	0.80%	0.80%
	12,000 – 19,999	1.00%	1.00%	1.00%	1.00%
	20,000 +	2.00%	2.00%	2.00%	2.00%

*Volume Related Discounts are not available for our Publishing Mail with Premium option or in conjunction with our Publishing Mail with 250k option discount or our Publishing Mail with Profile High Sort option discount.

**Volume Related Discounts for direct items are based on total daily volumes over multiple sales order lines providing all items are posted on the same day; posted from the same posting location (site); posted via the same product, format and magazine code, and only applies to direct items (residue items are not counted towards the calculation).

†For Residues, the volumes against the Direct selection and any multiple posting volumes against other sales order lines cannot be counted towards the Volume Related Discount calculation.

Table 5 – Trayed Mail Savings

	Saving per item
High Sort Large Letters (up to 10mm thick)	0.60p

Discounts apply after all other discounts (VRDs, sortation, profile price, etc) are applied but before VAT

For further information on using trays please visit royalmail.com/traysavings

Publishing Mail

Aggregating volumes on Direct selections to achieve and maximise Volume Related Discounts:

In order to reach the VRD discount threshold on any given posting day, and to maximise the level of VRD obtainable, you can aggregate volumes on Direct selections in 2 ways:

1. You can combine a number of the same product / service level mailings onto one confirmed sales order. You will need to show in the comments field all the job reference numbers or part jobs included on that confirmed sales order. If you do this and then have multiple entries on a single confirmed sales order you must link the individual lines with the appropriate Customer Reference Number (CRN) to maximise your Volume Related Discount.
2. If you are unable to show all mailings for one day on a single confirmed sales order (usually because mailings are at different times) you must put the same Customer Reference Number (CRN) on each confirmed sales order and against each multiple entry.

Any VRDs will be a credit on your account overnight (or a debit if any associated adjustments are made).

Calculating the price of your Publishing Mail with High Sort options mailing

Step 1: Find the full price for the items you are mailing. If the item weighs more than 250g (above 750g for Parcels) then an incremental price should be added to the full price based on the exact weight of the item. The incremental price is calculated as the incremental weight in grams above 250g (above 750g for Parcels or above 1000g if the item is heavier than 1000g), multiplied by the gram price increment. The result is rounded to the nearest 1/10th of a penny.

Step 2: Identify the appropriate sortation and machine-readable discounts from Table 2.

Step 3: Add to the sortation and machine-readable discount the applicable Volume Related Discount from Table 3.

Step 4: Apply the aggregate discount to the full price to calculate the item price for direct and residue items.

Step 5: Multiply the direct and residue prices by the number of items in each category.

Step 6: Add the direct and residue values together to calculate the total transaction price.

Publishing Mail

Worked example

A Publishing Mail with High Sort option – 2nd Class posting of 112,439 Large Letters weighing 302g each. 98,277 of these are Directs and 14,162 are Residues.

Step 1: The full price = 52.70p + ((302 – 250) x 0.1412p) = 60.0424p rounded to the nearest 1/10th of a penny = 60.0p.

Step 2: Direct discount = 11.44%, Residue discount = 4.44% from Table 2.

Step 3: VRDs from Table 3 are 4.50% added to the Direct discount of 11.44% gives total discount for Direct items of 15.94% Residue VRD from Table 3 = 1.00% added to the Residue discount of 4.44% gives total discount for Residue items of 5.44%.

Step 4: Price of Directs = 60.0p x (100% - 15.94%) = 50.436p.
Price of Residues = 60.0p x (100% - 5.44%) = 56.736p.

Step 5: Price of Directs in mailing = (50.436p x 98,277)/100 = £49,566.99.
Price of Residues in mailing = (56.736p x 14,162)/100 = £8,034.95.

Step 6: Total for this mailing = £49,566.99 + £8,034.95 = £57,601.94 (excluding VAT).

Trayed Mail Savings:

High Sort Large Letter mailings presented in trays will save 0.6p per item from Table 4 = (0.6p x 112,439)/100 = £674.63 (excluding VAT).

Total tray price of mailing = £57,601.94 - £674.63 = £56,927.31 (excluding VAT).

Publishing Mail

250k option (PP4) - In order to access these prices your mailing must contain over 250,000 items

2nd Class		2nd Class		2nd Class	
Weight (up to and including)	Price	Weight (up to and including)	Price	Weight (up to and including)	Price
60g	43.2p	420g	64.5p	600g	79.2p
250g	43.2p	430g	65.0p	610g	79.2p
260g	44.1p	440g	65.0p	620g	80.2p
270g	45.6p	450g	67.9p	630g	80.2p
280g	46.8p	460g	68.4p	640g	80.6p
290g	48.3p	470g	68.7p	650g	82.8p
300g	49.3p	480g	69.6p	660g	83.0p
310g	50.8p	490g	69.6p	670g	83.0p
320g	52.2p	500g	72.3p	680g	83.0p
330g	53.7p	510g	73.4p	690g	84.8p
340g	55.1p	520g	73.4p	700g	85.9p
350g	55.7p	530g	73.9p	710g	86.0p
360g	56.0p	540g	73.9p	720g	86.0p
370g	57.8p	550g	74.6p	730g	86.2p
380g	59.1p	560g	74.7p	740g	87.6p
390g	60.0p	570g	75.5p	750g	89.9p
400g	62.4p	580g	76.1p		
410g	62.8p	590g	76.1p		

*Prices in this table exclude VAT, which is charged at the standard rate.

Publishing Mail

Publishing Mail with Premium option (PM1)

For our Premium option prices, please refer to the Publishing Mail with High Sort option – 1st Class full prices and per gram increments which are set out in Table 1. Our Premium option will not qualify for any sortation or volume-related discounts.

Profile Price

If you have at least 3,000 Direct selections going to qualifying postcodes you may qualify for a Profile Price discount which is deducted from the price you have worked out above.

Your Profile Price discount is worked out according to the formula below.

$$A (\%) = \left(\frac{\text{number of Direct Selection items going to qualifying postcodes}}{\text{the total number of Direct Selection items}} \right) \times 100 \times 0.645 - 4.0$$



Profile discount % = A x B



$$B = \frac{\text{total number of Direct Selection items}}{\text{the number of unique Direct Selection addresses}}$$

Calculated to one decimal place

Publishing Mail Profile – Minimum Prices

Minimum Prices

	Minimum Price
1st Class	41.9p
2nd Class	29.6p

Prices in this table exclude VAT, which is charged at the standard rate.

Profile Product Codes

Product Code	Option	Delivery Speed	
		1st Class	2nd Class
	High Sort	PP1	PP2

Adjustment Charges

Mailmark Adjustment Charges

Fault	Applies to	Flat Fee	Per Item Fee	Note
Missorts	Mailmark Letters	N/A	20.87p	
Missorts	Mailmark Large Letters	N/A	44.51p	
International item as domestic	Mailmark Letters and Large Letters	N/A	£1.20	Adjustment charges only apply when one or a combination of charges result in a charge of £10 or more per eManifest
Unable to resolve	Mailmark Letters	N/A	4.02p*	
Unable to resolve	Mailmark Large Letters	N/A	6.91p*	
Non machine processed	Mailmark Letters	N/A	4.02p*	
Non machine processed	Mailmark Large Letters	N/A	6.91p*	Postcode and Delivery point suffix accuracy adjustment charges only apply if the combined result drops below 90% per eManifest
Postcode accuracy	Mailmark Letters	N/A	7.52p	
Postcode accuracy	Mailmark Large Letters	N/A	14.73p	
Delivery point suffix accuracy	Mailmark Letters and Large Letters	N/A	0.81p	
Missing or incorrect eManifest ID	Mailmark Letters and Large Letters	£25.40	N/A	per eManifest
Unmanifested volume and Duplicates	Mailmark Letters and Large Letters	£25.40	tariff price**	per supply chain
Incorrect SCID	Mailmark Letters and Large Letters	£25.40	N/A	per eManifest
Item ID mismatch	Mailmark Letters and Large Letters	£25.40	N/A	per eManifest

Account and Advanced Charges

Fault	Applies to	Class	Format	Flat Fee	Per Item Fee
Barcode not seen	Unsorted Account	1st Class and 2nd Class	Letters and Large Letters	N/A	1p
Sales Order Under Declared – UK	Account and Advanced	1st Class	Letters	N/A	53p
		2nd Class	Letters		37p
	Account and Advanced	1st Class	Large Letters	N/A	£1.13
		2nd Class	Large Letters		92p
Sales Order Under Declared – International	Account and Advanced		Letters and Large Letters	N/A	£1.20
Not highly machinable	Advanced	1st Class and 2nd Class	Letters and Large Letters		7.7p 3p
Missing Sales Order	Account and Advanced			£25.40	N/A
Incorrect Sales Order	Account and Advanced			£25.40	N/A

Prices in these tables exclude VAT, which is charged at the standard rate.

Full details of the Mailmark adjustment framework are available at royalmail.com/mailmark

*The total amount charged for these faults will not exceed the price of the next available service.

**The difference in price between the volume declared versus the volume submitted.

Adjustment Charges

Contact

We hope that this tariff guide has been useful, but should you need any further help or advice, please do contact your Account Manager, or the customer helpline: **08457 950 950***

or through our website:
royalmail.com/contact

Alternative formats

If it would help you to have this booklet in a different format, we can provide it free of charge as:

A large print booklet An audio tape
An audio CD A Braille booklet

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If you are deaf or hearing impaired, we offer a textphone service on **03456 000 606**.

*Calls cost 5p per minute plus your telephone company's network access charge.

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