



**price guide
marketing and bulk mail services
from 31st January 2011**

Account services for business customers

This guide details prices effective from 31st January 2011.

To find out more about our complete product range visit: www.royalmail.com

If you have any questions, or need some advice, please call our Sales Team on:

08457 950 950 – Monday to Friday from 9.00am to 5.30pm.

All our account services included in this guide are accessed through a Royal Mail On-line Business Account – which is always up to date with our latest prices and calculates postage as you send your items. To find out more visit: www.royalmail.com/oba

Value Added Tax (VAT) on Royal Mail postal services

VAT was introduced on some services from 31st January 2011.

Most services remain exempt of VAT – including all services which are price controlled or form part of Royal Mail's universal service obligation.

This guide highlights which prices are VAT exempt and those which are VAT rated. All business prices are shown excluding VAT.

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Although correct at the time this tariff guide was produced (January 2011), postal fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.

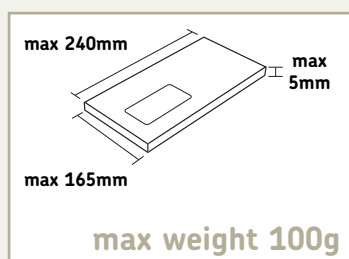
Up to date information may be obtained by visiting royalmail.com or by calling Royal Mail Sales on **08457 950 950**.

Know your formats

Depending on the weight and measurements of your postal items, they will be defined as one of three main formats: 'Letter', 'Large Letter' or 'Packet'. There is also a special 'A3 Packet' format for certain contract services. Each of these formats carries a different cost — and the prices are shown throughout this brochure.

Letter format

Up to 100g.
Up to 5mm thick.

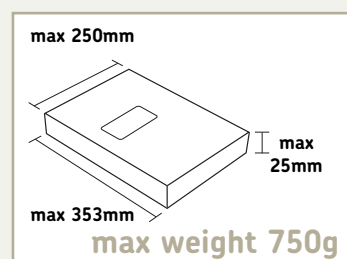


For example:

- Most letters
- Postcards
- Bills and statements
- Some brochures and catalogues
- Most greetings cards

Large Letter format

Up to 750g.
Up to 25mm thick.

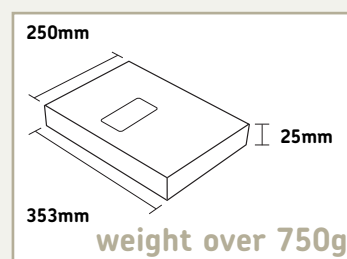
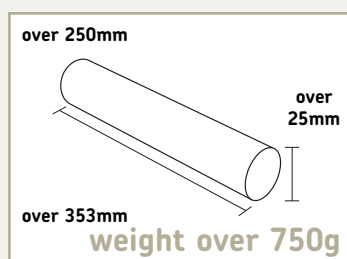
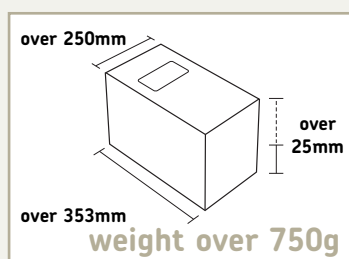


For example:

- Letters containing unfolded A4 paper
- Most brochures
- CDs
- DVDs
- Catalogues and company reports

Packet format

More than 353mm long or more than 250mm wide or more than 25mm thick. If one of the dimensions exceeds this, or the weight exceeds 750g, the item is classed as a Packet. The maximum weight will depend on the service you choose.



Maximum dimensions for a Packet:

Rectangular:
maximum = 610mm x 460mm x 460mm

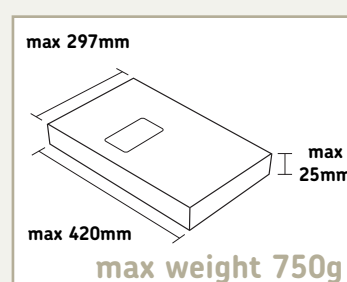
Rolled: maximum length 900mm, maximum dimension of length plus twice diameter 1040mm

For example:

- Most books
- VHS cassettes
- Parts and samples
- Most cylindrical packages

A3 Packet format

420 x 297mm or under.
Up to 750g.
Up to 25mm thick.



Want to know more?

For more information on how to present your mail visit www.royalmail.com/size

First Class

Simple, effective and one of our most popular postal services. First Class is our fast UK service for items that don't require a signature. We aim to deliver all First Class mail the next working day, including Saturday, anywhere in the UK.

Second Class

An even more cost effective postal service used by millions across the country. We aim to deliver Second Class mail by the third working day after posting.

First Class		Second Class	
Account		Account	
Weight	Price	Price	
Letter			
0–100g	£0.36	£0.25	
Large letter			
0–100g	£0.50	£0.40	
101–250g	£0.72	£0.59	
251–500g	£1.04	£0.85	
501–750g	£1.51	£1.23	
Packet			
0–100g	£1.20	£1.00	
101–250g	£1.49	£1.30	
251–500g	£1.80	£1.50	
501–750g	£2.23	£1.82	
751–1000g	£2.70	£2.18	
1001–1250g	£3.76	Not applicable Please note items heavier than 1000g cannot be sent Second Class	
1251–1500g	£4.42		
1501–1750g	£5.07		
1751–2000g	£5.66		
2001–4000g	£7.39		
Each additional 2000g or part thereof add	£2.52		

Prices shown in this table are exempt from VAT.

Customers paying for postage via a Royal Mail Account should deduct the relevant Volume Related Discount shown on the page opposite.

Volume Related Discounts

If you pay for your postage via a Royal Mail Account, you could benefit from our Volume Related Discounts. If your mailing reaches the volumes shown in the table below, you'll automatically receive a discount on your postage.

Volume Related Discounts					
Volume bands					
	Band 1	Band 2	Band 3	Band 4	Band 5
Letter					
	0–999	1,000–2,499	2,500–7,499	7,500–19,999	20,000+
Large Letter					
	0–249	250–749	750–1,999	2,000–4,999	5,000+
Packet					
	0–99	100–249	250–749	750–1,999	2,000+
Discounts					
	0%	1.5%	3.0%	4.5%	5.5%

Discounts awarded to customers paying for the applicable service via a Royal Mail Account only. Discount is applicable per sales order. All items must be mailed from the same site and be of the same format, class and service to qualify (e.g. you won't get the discount if you combine First Class with Second Class items, or Letters with Packets).

Cleanmail® and Cleanmail® Plus

If you send at least 1,000 items per class, per mailing and per site/location and can prepare some of your mail so our machines can read it, we can offer you substantial savings. You can make further savings by using Cleanmail Plus which rewards greater address accuracy.

Prices are determined by whether your items are addressed using an Optical Character Recognition (OCR) font or Customer Barcode (CBC).

Cleanmail				
First Class			Second Class	
	Cleanmail OCR	Cleanmail CBC	Cleanmail OCR	Cleanmail CBC
Weight	Price	Price	Price	Price
Letter*				
0–100g	33.1p	32.4p	23.0p	22.5p

Prices shown in this table are exempt from VAT.

* Envelope size: maximum C5 Plus (240mm x 165mm), minimum 140mm x 90mm, maximum item weight 100g, maximum item thickness 5mm and minimum 0.25mm.

Cleanmail Plus				
First Class			Second Class	
	Cleanmail Plus OCR	Cleanmail Plus CBC	Cleanmail Plus OCR	Cleanmail Plus CBC
Weight	Price	Price	Price	Price
Letter*				
0–100g	32.0p	31.3p	22.3p	21.8p

Prices shown in this table are exempt from VAT.

* Envelope size: maximum C5 Plus (240mm x 165mm), minimum 140mm x 90mm, maximum item weight 100g, maximum item thickness 5mm and minimum 0.25mm.

Volume Related Discounts for Cleanmail and Cleanmail Plus					
Volume bands					
	Band 1	Band 2	Band 3	Band 4	Band 5
Letter					
	0–999*	1,000–2,499	2,500–7,499	7,500–19,999	20,000+
Discounts	n/a*	1.5%	3.0%	4.5%	5.5%

Discounts awarded to customers paying for the applicable service via a Royal Mail Account only. Please note, franking meter users cannot claim discounts on Cleanmail or Cleanmail Plus. However, discounts for franking meter users are available on our Cleanmail Advance service — see overleaf. Discount is applicable per sales order. All items must be mailed from the same site and be of the same format, class and service to qualify (e.g. you won't get the discount if you combine First Class with Second Class items).

* Not applicable — volumes less than 1,000 items cannot be sent by Cleanmail or Cleanmail Plus.

Cleanmail® Advance

Cleanmail Advance gives you a discount if you send more than 1,000 letters per class, per mailing and per site/location, and can print a licence number on each item so that the addresses can be read by our machines.

Cleanmail Advance		
	First Class	Second Class
Weight	Price*	Price*
Letter		
0–100g	31.3p	21.8p

Prices shown in this table are exempt from VAT.

* Items that do not meet the Cleanmail Advance specification will be charged at the full First or Second Class account rate. Envelope size: maximum C5 Plus (240mm x 165mm), minimum 145mm x 110mm, maximum item weight 100g, maximum item thickness 5mm and minimum 0.25mm.

Volume Related Discounts for Cleanmail Advance

Volume bands					
	Band 1	Band 2	Band 3	Band 4	Band 5
Letter					
	0–999*	1,000–2,499	2,500–7,499	7,500–19,999	20,000+
Discounts	n/a*	1.5%	3.0%	4.5%	5.5%

Discounts awarded to customers paying for the applicable service via a Royal Mail franking meter or Account only. Discount is applicable per sales order. All items must be mailed from the same site and be of the same format, class and service to qualify (e.g. you won't get the discount if you combine First Class with Second Class items).

* Not applicable – volumes less than 1,000 items cannot be sent by Cleanmail Advance.

Want to know more?

We'll give you all the help and support you need to set up and make the most of Cleanmail, Cleanmail Plus and Cleanmail Advance. To find out more and to download our user guides, visit www.royalmail.com/cleanmail and www.royalmail.com/cleanmailadvance

Automated Standard Tariff Large Letter (ASTLL)

If you send at least 250 Large Letters per class, per mailing, per site/location but can't sort your mail, you could still get a discount. Simply use an Optical Character Recognition (OCR) font and ensure that your mailing addresses and postcodes are at least 95% accurate.

Automated Standard Tariff Large Letter		
	First Class	Second Class
Weight	Price	Price
Large Letter*		
50–100g	42.0p	33.6p
101–250g	60.5p	49.6p
251–500g	87.4p	71.4p
501–750g	126.8p	103.3p

Prices shown in this table are exempt from VAT.

* Envelope size: maximum 324mm x 229mm, minimum 229mm x 162mm, maximum weight 750g, minimum 50g, maximum item thickness 10mm and minimum 1mm.

Volume Related Discounts for ASTLL					
	Volume bands				
	Band 1	Band 2	Band 3	Band 4	Band 5
Large Letter					
	0–249*	250–749	750–1,999	2,000–4,999	5,000+
Discounts	n/a*	1.5%	3.0%	4.5%	5.5%

Discounts awarded to customers paying for the applicable service via a Royal Mail Account only. Discount is applicable per sales order. All items must be mailed from the same site and be of the same format, class and service to qualify (e.g. you won't get the discount if you combine First Class with Second Class items).

* Not applicable – volumes less than 250 items cannot be sent by ASTLL.

Want to know more?

Find out more and download a user guide at www.royalmail.com/astll

Packetpost™

You can earn a discount if you are sending more than 5,000 Large Letters or Packets per year.

Our prices are based on the average weight and format of all the items you send. This means you don't have to weigh each item individually, saving you time and money. There is no minimum daily mailing volume for Packetpost.

Packetpost		
	First Class	Second Class
Weight	Price	Price
Letter		
0–100g	n/a	n/a
Large Letter		
0–100g	46.8p	37.4p
101–250g	67.3p	55.2p
251–500g	93.6p	76.5p
501–750g	135.9p	110.7p
Packet		
0–100g	115.6p	96.3p
101–250g	143.5p	125.2p
251–500g	165.2p	137.7p
501–750g	202.7p	165.4p
751–1000g	238.1p	192.3p
1001–1250g	272.7p	217.2p
1251–1500g	310.1p	247.5p
1501–1750g	347.4p	277.8p
1751–2000g	384.8p	308.1p
2001–20000g	For each additional 250g add 28.3p	n/a

Prices shown in this table are exempt from VAT.

Volume Related Discounts are awarded to customers paying for the applicable service via a Royal Mail Account only. Discount is applicable per sales order. All items must be mailed from the same site and be of the same format, class and service to qualify (e.g. you won't get the discount if you combine First Class with Second Class items, or Large Letters with Packets).

Want to know more?

Find out more and download our user guides at www.royalmail.com/packets

Find out how to make it easier for your customers to return items to you. See page 8 for prices and details for Packetpost Returns.

Packetsort™

Save up to 4% off Packetpost prices by pre-sorting your mail. The minimum annual volume is 5,000 items per year, with a required minimum mailing of 250 items on any given day.

Packetsort		
	First Class	Second Class
Weight	Price	Price
Letter		
0–100g	n/a	n/a
Large Letter		
0–100g	44.9p	35.9p
101–250g	64.6p	53.0p
251–500g	89.9p	73.4p
501–750g	130.5p	106.3p
Packet		
0–100g	111.0p	92.4p
101–250g	137.8p	120.2p
251–500g	158.6p	132.2p
501–750g	194.6p	158.8p
751–1000g	228.6p	184.6p
1001–1250g	261.8p	208.5p
1251–1500g	297.7p	237.6p
1501–1750g	333.5p	266.6p
1751–2000g	369.4p	295.7p
2001–20000g	For each additional 250g add 27.1p	n/a

Prices shown in this table are exempt from VAT.

Packetsort Plus™

Earn up to a 9.1% discount off Packetpost prices if you sort and send over 1,000 Packets or Large Letters per mailing. If you think this service is for you please call us on **08457 950 950**.

Volume Related Discounts for Packetpost, Packetsort and Packetsort Plus					
	Volume bands				
	Band 1	Band 2	Band 3	Band 4	Band 5
Large Letter					
	0–249*	250–749	750–1,999	2,000–4,999	5,000+
Discounts	0%	1.5%	3.0%	4.5%	5.5%
Packet					
	0–99*	100–249*	250–749	750–1,999	2,000+
Discounts	0%	1.5%	3.5%	6.0%	8.0%

* Volumes less than 250 items cannot be sent by Packetsort. Volumes less than 1,000 items cannot be sent by Packetsort Plus.

Packetpost Returns™

If your customer returns more than 2,000 items per year to your business, you can use Packetpost Returns.

Packetpost Returns			
First Class		Second Class	
Weight	Price		Price
0–100g	120.6p		101.3p
101–250g	148.5p		130.2p
251–500g	170.2p		142.7p
501–750g	207.7p		170.4p
751–1000g	243.1p		197.3p
1001–1250g	277.7p		222.2p
1251–1500g	315.1p		252.5p
1501–1750g	352.5p		282.8p
1751–2000g	389.9p		313.1p
2001–20000g*	For each additional 250g add 28.3p		For each additional 250g add 23.2p*

Prices shown in this table are exempt from VAT.

*Second Class Packetpost Returns items have a maximum weight limit of 5000g.

Want to know more?

Download a Packetpost Returns user guide at www.royalmail.com/returns

Royal Mail Tracked™

Ideal if you need a tracked service, without the urgency of guaranteed next day delivery. Royal Mail Tracked lets you know where your packets are at every stage — from despatch through to their safe arrival in your customers' hands. This gives you more control and peace of mind, and allows you to keep your customer informed about where their items are.

For our 24 hour Royal Mail Tracked Next Day® Service you only need to send 5,000 parcels a year per account, per site. For our 48 hour Royal Mail Tracked® Service you only need to send 2,000 parcels per account, per site.

If you send more than 300,000 items per site per year, you can benefit from our enhanced service which has additional features to give you and your customers even greater control and flexibility. These include extra delivery options and an increase in the maximum weight cap from 5kg to 15kg per item.

Why not use the Royal Mail Tracked online pricing calculator at www.royalmail.com/tracked to get a price estimate?

Want to know more?

Find out how Royal Mail Tracked can help your business and view the pricing calculator at www.royalmail.com/tracked

Special Delivery™

Sending an urgent or valuable item that absolutely has to arrive on time? Our overnight courier service guarantees to deliver your urgent item the next working day – or your money back.* We'll deliver before 9am (when you choose Special Delivery 9.00am) or before 1pm (if you choose Special Delivery Next Day). You can also track your items online and an electronic signature is available to confirm delivery.

*Restrictions apply – find out more at www.royalmail.com/specialdelivery

Special Delivery 9.00am				Special Delivery Next Day		
Account				Account		
Compensation for loss or damage				Compensation for loss or damage		
Weight not over	Up to £50	Up to £1,000	Up to £2,500	Up to £50	Up to £1,000	Up to £2,500
100g	£10.85	£12.40	£13.95	£4.87	£5.72	£7.42
500g	£12.45	£14.00	£15.55	£5.20	£6.05	£7.75
1000g	£14.21	£15.76	£17.31	£6.29	£7.14	£8.84
2000g	£17.27	£18.82	£20.37	£7.91	£8.76	£10.46
10000g	n/a	n/a	n/a	£20.65	£21.50	£23.20

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

You can also pay an additional amount to cover any consequential loss to you/your business in the unlikely event of the late or non arrival of your item.

Consequential Loss fees for Special Delivery 9.00am and Next Day (optional additional cover)	
Compensation	Price
£1,000	£1.75
£2,500	£2.75
£5,000	£3.50
£7,500	£4.25
£10,000	£5.00

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

Special Delivery™ Saturday Guarantee

For an additional £2.25 per item (ex-VAT), we'll guarantee to deliver your Special Delivery item on Saturday too.

If you are an Account Customer, you can incorporate Saturday Guarantee into your overall Account price.

Royal Mail Sameday™

If you need important packages delivered the same day, this courier service guarantees delivery to almost anywhere in the UK. It's available 24/7, 365 days a year and covers 99.5% of all UK business addresses. And you have the flexibility to either set up a Royal Mail Sameday contract or just use the service when you need it.

You can get a quote and book a Royal Mail Sameday delivery online. You can also track your items online and an electronic signature is available within seconds of the item being delivered.

To get a quote for Royal Mail Sameday visit www.royalmail.com/sameday

Mailsort®

If you send large volumes of mail in the UK, Mailsort can save you time and money. By pre-sorting your mail to Mailsort requirements, you can get big reductions on your postage costs.

There are 3 delivery speeds for Mailsort: **Mailsort 1** for delivery the next working day; **Mailsort 2** for delivery within 3 working days and **Mailsort 3** for delivery within 7 working days. Each of these can give you significant savings compared to our unsorted services if you are sending over 4,000 items per mailing (or for Mailsort 1400, 2,000 items for delivery within the same postcode area in which the mail is posted).

There are also 3 Mailsort service options that you can choose from depending upon how much you can pre-sort and prepare your mail. Mailsort 120 is available for Letter format items that carry either an address in an Optical Character Recognition font (OCR) or use a Customer Barcode (CBC).

If you can sort your letters to a greater degree and apply a CBC, then you can benefit from Mailsort 700. For non-machinable items of all formats, you'll need Mailsort 1400.

To make your direct marketing activities more environmentally friendly we have added an option to the Mailsort Portfolio – Sustainable® Mail.

We also have a new variant Mailsort 70. For more information visit www.royalmail.com/maillort70

Mailsort 120 and 700

Table 1: Full price

Format	Weight	Full price	Per gram increment
Mailsort 1			
Letter	0–100g	34.2p	n/a
Mailsort 2			
Letter	0–100g	23.8p	n/a
Mailsort 3			
Letter	0–100g	20.8p	n/a

Prices shown in this table are exempt from VAT.

Table 2: Sortation and machinability discounts

	Direct items	Residue items
Mailsort 1, 2 & 3		
Mailsort 120 OCR Letter	17.0%	n/a
Mailsort 120 CBC Letter	17.7%	n/a
Mailsort 700 CBC Letter	19.3%	12%
Mailsort 70 OCR Letter	19.0%	n/a
Mailsort 70 CBC Letter	19.3%	n/a

Table 3: Volume Related Discounts (VRD)

Format	Volume band	Number of direct items	Direct items	Residue items*
Mailsort 1, 2 & 3				
Letter	Letter	0–19,999	0%	0%
	Letter20	20,000–39,999	1.5%	0%
	Letter40	40,000–79,999	3.5%	0%
	Letter80	80,000–119,999	4.5%	0%
	Letter120	120,000+	5.3%	0%

*Applicable to Mailsort 700 only.

Calculating the price of your Mailsort 120 and 700 mailing

- Step 1:** Find the full price for the service from table 1.
- Step 2:** Identify the appropriate sortation and machinability discounts from table 2.
- Step 3:** Add to these discounts the applicable volume related discount from table 3.
- Step 4:** Apply the aggregated discounts to the full price to calculate the item price for direct items. For Mailsort 700 apply the residue discount if applicable.
- Step 5:** Multiply the direct and residue prices by the number of items in each category.
- Step 6:** Add the direct and residue (if applicable) values together to calculate the total transaction price.

Worked example

A Mailsort 3 700 posting of 102,439 letters weighing 72g each. 98,277 of these are direct and 4,162 are residues.

- Step 1:** The full price for a Mailsort 3 700 Letter = 20.8p from table 1.
- Step 2:** Sortation and machinability discounts for direct = 19.3% from table 2.
Sortation and machinability discounts for residue = 12% from table 2.
- Step 3:** VRD from table 3 = 4.5%, which added to the direct discount of 19.3% makes the total discount for direct items 23.8%.
- Step 4:** Price of direct = $20.8\text{p} \times (100 - 23.8)\% = 15.8496\text{p}$.
Price of residues = $20.8\text{p} \times (100 - 12)\% = 18.304\text{p}$.
- Step 5:** Total price of direct in mailing = $(15.8496\text{p} \times 98,277) / 100 = \text{£}15,576.51$.
Total price of residues in mailing = $(18.304\text{p} \times 4,162) / 100 = \text{£}761.81$.
- Step 6:** Total price for mailing = $\text{£}15,576.51 + \text{£}761.81 = \text{£}16,338.32$.

Want to know more?

For further information on how Mailsort pricing works, to download a user guide and to see our online calculator visit www.mailsorttechnical.com

Mailsort® 1400

Choose Mailsort 1400 if you are able to pre-sort but cannot meet the Mailsort 120 or 700 specification. Mailsort 1400 can be used with any format of mail.

Mailsort 1400

Table 1: Full prices and per gram increments

Format	Weight	Full price	Per gram increment
Mailsort 1			
Letter	0–100g	34.5p	n/a
Large Letter	0–100g	42.6p	n/a
	101–250g	47.3p	n/a
	251–750g	47.3p	0.1548p
Packet	0–100g	102.3p	n/a
	101–250g	109.0p	n/a
	251–1000g	109.0p	0.1256p
	1001–2000g	240.0p	0.1403p
A3 Packet	0–100g	85.4p	n/a
	101–250g	91.1p	n/a
	251–750g	91.1p	0.1402p
Mailsort 2			
Letter	0–100g	24.3p	n/a
Large Letter	0–100g	31.1p	n/a
	101–250g	39.9p	n/a
	251–750g	39.9p	0.1370p
Packet	0–100g	88.5p	n/a
	101–250g	93.5p	n/a
	251–1000g	93.5p	0.1150p
	1001–2000g	200.0p	0.1150p
A3 Packet	0–100g	73.7p	n/a
	101–250g	77.9p	n/a
	251–750g	77.9p	0.1250p
Mailsort 3			
Letter	0–100g	20.3p	n/a
Large Letter	0–100g	26.3p	n/a
	101–250g	33.2p	n/a
	251–750g	33.2p	0.1166p
Packet	0–100g	78.5p	n/a
	101–250g	82.9p	n/a
	251–1000g	82.9p	0.1046p
	1001–2000g	183.6p	0.1055p
A3 Packet	0–100g	63.0p	n/a
	101–250g	66.2p	n/a
	251–750g	66.2p	0.1150p

Prices shown in this table are exempt from VAT.

Table 2: Sortation discounts

	Direct items	Residue items
Mailsort 1, 2 & 3		
Letter	9%	5%
Large Letter	11%	6%
Packet	15%	9%
A3 Packet	15%	9%

Table 3: Volume Related Discounts (VRD)

Format	Volume band	Number of direct items	Direct items	Residue items
Mailsort 1 & 2				
Letter	Letter	0–19,999	0%	0%
	Letter20	20,000–39,999	1.0%	0%
	Letter40	40,000–79,999	2.5%	0%
	Letter80	80,000–119,999	4.0%	0%
	Letter120	120,000+	4.5%	0%
Large Letter	Large Letter	0–9,999	0%	0%
	Large Letter10	10,000–19,999	1.0%	0%
	Large Letter20	20,000–39,999	2.5%	0%
	Large Letter40	40,000–59,999	4.0%	0%
	Large Letter60	60,000+	4.5%	0%
Packet & A3 Packet	Packet	0–4,999	0%	0%
	Packet5	5,000–7,999	1.0%	0%
	Packet8	8,000–11,999	2.5%	0%
	Packet12	12,000–19,999	4.0%	0%
	Packet20	20,000+	4.5%	0%
Mailsort 3				
Letter	Letter	0–19,999	0%	0%
	Letter20	20,000–39,999	1.5%	0%
	Letter40	40,000–79,999	3.5%	0%
	Letter80	80,000–119,999	4.5%	0%
	Letter120	120,000+	5.3%	0%
Large Letter	Large Letter	0–9,999	0%	0%
	Large Letter10	10,000–19,999	1.5%	0%
	Large Letter20	20,000–39,999	3.5%	0%
	Large Letter40	40,000–59,999	4.5%	0%
	Large Letter60	60,000+	5.3%	0%
Packet & A3 Packet	Packet	0–4,999	0%	0%
	Packet5	5,000–7,999	1.5%	0%
	Packet8	8,000–11,999	3.5%	0%
	Packet12	12,000–19,999	4.5%	0%
	Packet20	20,000+	5.3%	0%

Calculating the price of your Mailsort 1400 mailing

- Step 1:** Find the full price for the items you are mailing. For items up to 250g, take the full price from table 1 for the correct format of the service you are using. Above 250g, take the full price from table 1 and add the appropriate per gram increment. Round the result to the 1/10th of a penny.
- Step 2:** Identify the appropriate sortation discount from table 2.
- Step 3:** Add to the sortation discount the applicable volume related discount from table 3.
- Step 4:** Apply the aggregated discounts to the full price to calculate the item price for direct 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.

Worked example

A Mailsort 2 1400 posting of 102,439 Large Letters weighing 302g each. 98,277 of these are directs and 4,162 are residues.

- Step 1:** The full price = $39.9p + ((302-250) \times 0.1370) = 47.02$ rounded = 47p.
- Step 2:** Direct discount = 11%, residue discount = 6% from table 2.
- Step 3:** VRD from table 3 = 4.5%, added to the direct discount of 11% the total discount for direct items now becomes 15.5%.
- Step 4:** Price of directs = $47p \times (100-15.5)\% = 39.715p$.
Price of residues = $47p \times (100-6)\% = 44.18p$.
- Step 5:** Price of directs in mailing = $(39.715p \times 98,277)/100 = \text{£}39,030.71$.
Price of residues in mailing = $(44.18p \times 4,162)/100 = \text{£}1,838.77$.
- Step 6:** Total for this mailing = $\text{£}39,030.71 + \text{£}1,838.77 = \text{£}40,869.48$.

Mailsort® Term Contract Discounts

For customers mailing a minimum of 1 million items per year on a single Mailsort or Sustainable Mail service, discounts of 1.4% and 2% are available on term contracts of 1 and 2 years duration respectively. For further information on eligibility contact your Royal Mail Account Manager or call **08457 950 950**.

Want to know more?

Download a user guide and see our online calculator at www.mailsorttechnical.com

Sustainable® Mail

Sustainable Mail lets you show your commitment to recycling and reducing waste.

Sustainable Mail is based on PAS 2020, the new British environmental standard for direct marketing. It helps you make your mailings more environmentally friendly, and rewards you for doing so.

With Sustainable Mail, the price will be up to 4.7% lower than Mailsort costs when you send advertising mailings that meet our sustainability specifications. This applies to all variants of Mailsort (except Mailsort Light) for both Letters and Large Letters.

We believe that Sustainable Mail is not only good for the environment but good for your brand too.

	Mailsort 120 & 700		Mailsort 1400	
Table 1: Sustainable Mail price adjustment factors				
	Direct items	Residue items	Direct items	Residue items
Entry Level				
Letter 0–100g	2.0%	2.0%	2.0%	1.9%
Large Letter 0–100g	n/a	n/a	1.6%	1.45%
Large Letter 101–250g	n/a	n/a	1.2%	1.05%
Large Letter 251–750g	n/a	n/a	1.2%	1.05%
Intermediate Level				
Letter 0–100g	4.7%	4.7%	4.7%	4.4%
Large Letter 0–100g	n/a	n/a	3.75%	3.45%
Large Letter 101–250g	n/a	n/a	2.8%	2.55%
Large Letter 251–750g	n/a	n/a	2.8%	2.55%

Prices shown in this table are exempt from VAT.

Calculating the price of Sustainable Mail

Step 1: Calculate the Mailsort 120, 700 or 1400 price for the Letter or Large Letter service you are using (Sustainable Mail is not available on the packet format or non-Mailsort services). This price should include the appropriate sortation, machinability and volume related discounts as per the Mailsort pricing tables.

Step 2: Reduce the Mailsort price by the percentage shown in table 1 to calculate the Sustainable Mail price for the service you require.

Worked example

An Intermediate Level Sustainable Mail posting using the Mailsort 3 700 CBC direct specification.

Step 1: The price of Mailsort 3 700 CBC direct = 15.8496p (see up to step 4 on page 4 of the worked example for Mailsort 3 700 CBC, which includes sortation, machinability and volume related discounts).

Step 2: Intermediate Level Sustainable Mail price adjustment factor from table 1 = 4.7%.

Step 3: Price of Sustainable Mail = 15.8496p x (100-4.7)% = 15.1047p.

Want to know more?

For more information on Sustainable Mail visit www.royalmail.com/sustainablemail

Walksort®

If you send large volumes of mail throughout the UK, or if you send bulk mail to specific areas or locations, then Walksort can save you money.

If all your addresses have accurate postcodes and you do some of the sorting normally done by us, you could save up to 34% off full postage costs.

Walksort

Table 1: Full prices and per gram increments

Format	Weight	Full price	Per gram increment
Walksort 1			
Letter	0–100g	34.5p	n/a
Large Letter	0–100g	42.6p	n/a
	101–250g	47.3p	n/a
Packet	251–750g	47.3p	0.1548p
	0–100g	n/a	n/a
	101–250g	n/a	n/a
	251–1000g	n/a	n/a
A3 Packet	1001–2000g	n/a	n/a
	0–100g	85.4p	n/a
	101–250g	91.1p	n/a
	251–750g	91.1p	0.1402p
Walksort 2			
Letter	0–100g	24.3p	n/a
Large Letter	0–100g	31.1p	n/a
	101–250g	39.9p	n/a
Packet	251–750g	39.9p	0.1370p
	0–100g	n/a	n/a
	101–250g	n/a	n/a
	251–1000g	n/a	n/a
A3 Packet	1001–2000g	n/a	n/a
	0–100g	73.7p	n/a
	101–250g	77.9p	n/a
	251–750g	77.9p	0.1250p

Prices shown in this table are exempt from VAT.

Table 2: Sortation discounts

	Direct items	Residue items
Walksort 1 & 2		
Letter	31.5%	n/a
Large Letter	33.0%	n/a
Packet	n/a	n/a
A3 Packet	34.0%	n/a

mailmedia®

If you send out promotional campaigns that invite customers to respond by mail, mailmedia can save you money.

mailmedia is a highly economical and cost effective solution for advertising campaigns that combines outbound mailing and response costs in one service to make budgeting simpler and save you money. You can enjoy further discounts by opting to pre-sort your own mail.

There are 3 mailmedia options to choose from:

- **mailmedia** which utilises Royal Mail's Cleanmail® service
- **mailmedia Plus** which utilises Royal Mail's Mailsort 700 service
- **mailmedia Creative** which utilises Royal Mail's Mailsort 1400 service

Big Book

Big Book is our dedicated service for sending heavyweight items in bulk. With Big Book your publications, brochures or catalogues are delivered with the regular post, when your customers are likely to be most receptive to your mailing.

Big Book	
Weight	Price
Volume band A (12,000–250,000)	
751–1000g	£1.17
1001–1250g	£1.48
1251–1500g	£1.70
Volume band B (250,001–1,000,000)	
751–1000g	£1.10
1001–1250g	£1.40
1251–1500g	£1.61
Volume band C (1,000,001+)	
751–1000g	£1.05
1001–1250g	£1.36
1251–1500g	£1.57

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

Want to know more?

For more information about all of our mailmedia services and to access our online calculator visit www.royalmail.com/mailmedia

For more information about our Big Book service visit www.royalmail.com/bigbook

Royal Mail Heavyweight™

Royal Mail Heavyweight is a cost effective, reliable way to send heavyweight items that won't fit through your customers' letterboxes. You can now send over 12,000 inflexible items up to B4 in size (353mm x 250mm maximum) of any thickness that weigh between 751g and 3kg.

Royal Mail Heavyweight	
Weight	Price
Volume band A (12,000–250,000)	
751–1000g	£1.40
1001–1250g	£1.66
1251–1500g	£1.81
1501–1750g	£1.96
1751–2000g	£2.11
2001–2250g	£2.26
2251–2500g	£2.40
2501–2750g	£2.54
2751–3000g	£2.67
Volume band B (250,001–500,000)	
751–1000g	£1.35
1001–1250g	£1.61
1251–1500g	£1.74
1501–1750g	£1.89
1751–2000g	£2.03
2001–2250g	£2.18
2251–2500g	£2.31
2501–2750g	£2.44
2751–3000g	£2.57
Volume band C (500,001+)	
751–1000g	£1.32
1001–1250g	£1.57
1251–1500g	£1.70
1501–1750g	£1.84
1751–2000g	£1.98
2001–2250g	£2.13
2251–2500g	£2.25
2501–2750g	£2.38
2751–3000g	£2.50

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

Want to know more?

For our current prices and user guide visit www.royalmail.com/royalmailheavyweight

Mailsort® Light

Mailsort Light lets you boost response by adding an additional stage to your mailing campaign. You can use it to 'tease' your audience and add a bit of intrigue to your campaign. Or you can use your additional mailing to remind your audience what you've said.

Mailsort Light can be used with Mailsort 120 OCR and CBC, Mailsort 700 or Mailsort 1400. Your items must be readable by our sorting machines and you need to have a total mailing campaign of over 40,000 items.

When you use Mailsort Light as part of your campaign, you'll receive a discount of 4.5p per Mailsort Light item.

Presstream®

Presstream is our specialist distribution service designed for regular publishers of magazines, journals and newsletters. Considerable savings are available over standard postal costs just by preparing your mail for us. We also provide a free collection and returns service for undeliverable items.

Presstream

Table 1: Full prices and per gram increments

Format	Weight	Full price	Per gram increment
Presstream 1			
Letter	0–100g	n/a	n/a
Large Letter	0–100g	40.3p	n/a
	101–250g	43.5p	n/a
	251–750g	43.5p	0.1334p
Packet	0–100g	92.3p	n/a
	101–250g	97.8p	n/a
	251–1000g	97.8p	0.0812p
	1001–2000g	159.1p	0.1223p
A3 Packet	0–100g	64.7p	n/a
	101–250g	68.8p	n/a
	251–750g	68.8p	0.1156p
Presstream 2			
Letter	0–100g	n/a	n/a
Large Letter	0–100g	29.2p	n/a
	101–250g	36.7p	n/a
	251–750g	36.7p	0.1164p
Packet	0–100g	80.3p	n/a
	101–250g	84.8p	n/a
	251–1000g	84.8p	0.0718p
	1001–2000g	138.8p	0.1108p
A3 Packet	0–100g	56.2p	n/a
	101–250g	59.5p	n/a
	251–750g	59.5p	0.1024p

Prices shown in this table are exempt from VAT.

Want to know more?

For our current Mailsort Light prices and user guide visit www.royalmail.com/maillight
Find out more about Presstream at www.royalmail.com/presstream

Table 2: Sortation discounts for Presstream

	Direct items	Residue items
Presstream 1 & 2		
Letter	n/a	n/a
Large Letter	11%	6%
Packet	15%	9%
A3 Packet	15%	9%

A sortation discount is not available for Presstream Premium (our service for time critical Presstream mailings).

Table 3: Volume Related Discounts (VRD) for Presstream

Format	Volume band	Number of direct items	Direct items	Residue items
Presstream 1 & 2				
Large Letter	Large Letter	0–9,999	0%	0%
	Large Letter10	10,000–19,999	1.0%	0%
	Large Letter20	20,000–39,999	2.5%	0%
	Large Letter40	40,000–59,999	4.0%	0%
	Large Letter60	60,000+	4.5%	0%
Packet & A3 Packet	Packet	0–4,999	0%	0%
	Packet5	5,000–7,999	0.50%	0%
	Packet8	8,000–11,999	0.75%	0%
	Packet12	12,000–19,999	1.00%	0%
	Packet20	20,000+	2.00%	0%

A volume related discount is not available for Presstream Walksort and Presstream Premium or in conjunction with the Presstream Profile discount.

Presstream® Walksort®

If you carry out additional sortation, the Presstream Walksort service offers higher discounts than the Presstream service.

Table 4: Sortation discounts for Presstream Walksort

	Direct items	Residue items
Presstream Walksort 1 & 2		
Letter	n/a	n/a
Large Letter	16.5%	n/a
Packet	20.5%	n/a
A3 Packet	20.5%	n/a

See worked examples overleaf.

Calculating the price of your Presstream 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 1kg if the item is heavier than 1kg), multiplied by the gram price increment. The result is rounded to 1/10th of a penny.
- Step 2:** Identify the appropriate sortation discount from table 2.
- Step 3:** Add to the sortation 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.

Worked example Presstream

A Presstream 2 posting of 102,439 Large Letters weighing 302g each. 98,277 of these are directs and 4,162 are residues.

- Step 1:** The full price = $36.7p + ((302-250) \times 0.1164) = 42.75$ rounded = 42.8p.
- Step 2:** Direct discount = 11%, residue discount = 6% from table 2.
- Step 3:** VRD from table 3 = 4.5%, added to the direct discount of 11% the total discount for direct items now becomes 15.5%.
- Step 4:** Price of directs = $42.8p \times (100\% - 15.5\%) = 36.166p$.
Price of residues = $42.8p \times (100\% - 6\%) = 40.232p$.
- Step 5:** Price of directs in mailing = $(36.166p \times 98,277)/100 = \text{£}35,542.86$.
Price of residues in mailing = $(40.232p \times 4,162)/100 = \text{£}1,674.46$.
- Step 6:** Total for this mailing = $\text{£}35,542.86 + \text{£}1,674.46 = \text{£}37,217.32$.

Calculating the price of your Presstream Walksort 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 1kg if the item is heavier than 1kg), multiplied by the gram price increment. The result is rounded to 1/10th of a penny.
- Step 2:** Identify the appropriate sortation discount from table 4.
- Step 3:** Apply the discount to the full price to calculate the item price for direct items.
- Step 4:** Multiply the direct price by the number of items.

Worked example Presstream Walksort

A Presstream Walksort 2 posting of 102,439 Large letters weighing 302g each.

- Step 1:** The full price = $36.7p + ((302-250) \times 0.1164) = 42.75$ rounded = 42.8p.
- Step 2:** Direct discount = 16.5%, from table 4.
- Step 3:** Price of directs = $42.8p \times (100\% - 16.5\%) = 35.738p$.
- Step 4:** Price of directs in mailing = $(35.738p \times 102,439)/100 = \text{£}36,609.65$.

Sending unaddressed mail

Door to Door

Get your message onto the doormats of over 27 million homes throughout the UK with Door to Door. We can deliver your unaddressed items, such as leaflets and catalogues, and help you target a wealth of potential new customers. Door drop campaigns are a cost effective way to get your message to a wide audience or a specific geographic area.

Just choose the area you'd like us to deliver to, or let us help you choose, and we'll do the rest.

To find out more please visit: www.royalmail.com/doortodoor or, call us on **01865 796981** to discuss our prices and incentives available to you.