



# Publishing Mail Rate card

**Royal Mail Publishing Mail®**

March 2018

# 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](http://royalmailtechnical.com/calculator)

For prices that are changing in March 2018 please visit: [royalmail.com/prices2018](http://royalmail.com/prices2018). For all other prices visit [royalmail.com/current-postage-prices](http://royalmail.com/current-postage-prices)

From 26 March 2018 prices in this rate card can be found at [royalmail.com/publishing-mail](http://royalmail.com/publishing-mail)

Although correct at the time this rate card was produced (December 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postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.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](http://royalmail.com)

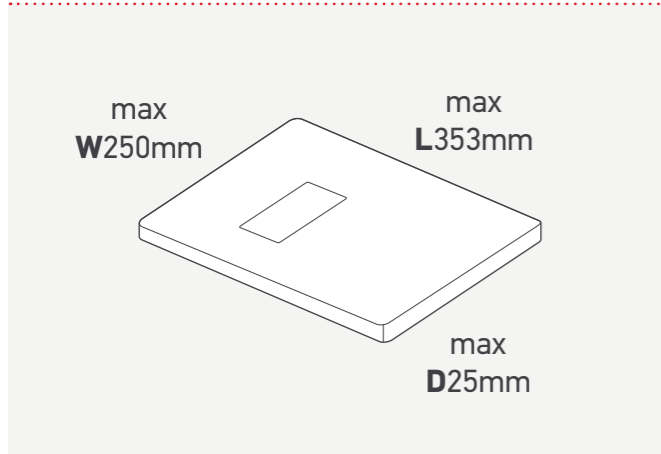
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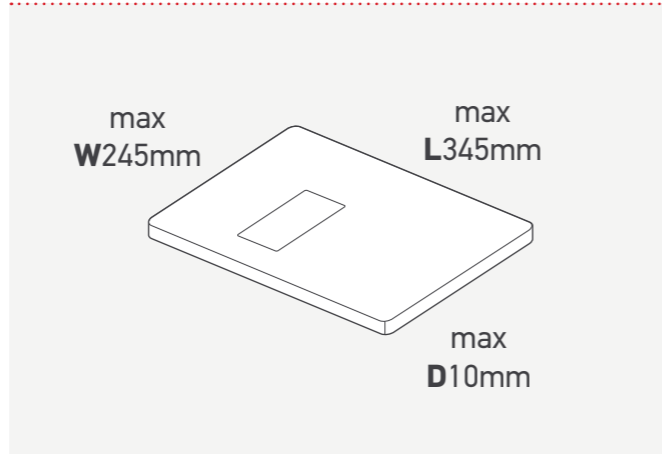
# Know your formats

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.

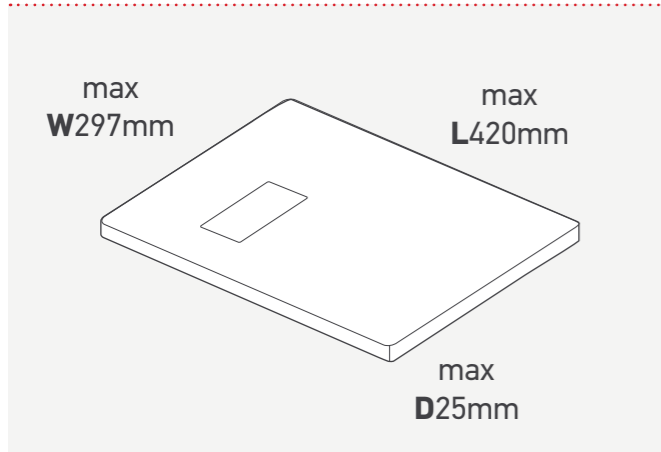
## Large Letter Up to 750g



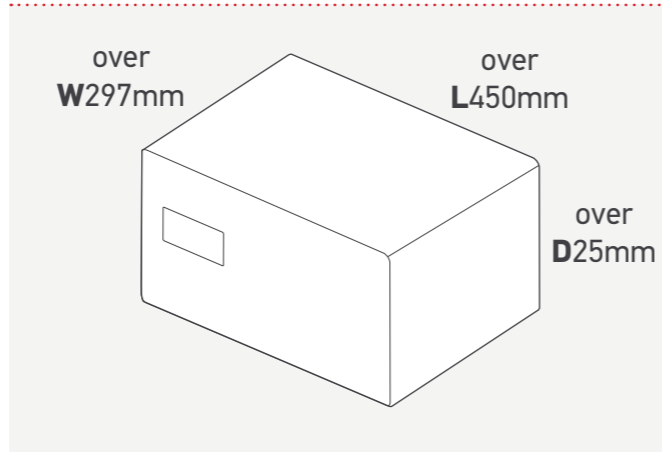
## Large Letter – machine readable Up to 750g



## 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	61.20p	n/a	43.60p	n/a
	101-250g	67.00p	n/a	55.30p	n/a
	251-750g	67.0000p	0.1740p	55.3000p	0.1487p
Large Letter Mailmark	0-100g	59.80p	n/a	42.60p	n/a
	101-250g	65.60p	n/a	54.20p	n/a
	251-750g	65.6000p	0.1706p	54.2000p	0.1456p

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 Profile option discount.

Mailings of less than 1,000 items may be charged at a higher rate.

# Publishing Mail

**Table 5 – Trayed Mail Savings**

	Saving per item
Low Sort Large Letters (up to 10mm thick)	0.70p

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

## 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 3.

**Step 3:** Add to the sortation and machine-readable discount the applicable Volume Related Discount from Table 4.

**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 =  $54.20 + ((302 - 250) \times 0.1456p) = 61.7712p$  rounded to the nearest 1/10th of a penny = 61.8p.

**Step 2:** The sortation and machine-readable discount = 10.40% from Table 3.

**Step 3:** VRD from Table 4 = 4.50% added to the sortation and machine-readable discount of 10.40% gives a total of 14.90%.

**Step 4:** Price =  $61.8p \times (100\% - 14.90\%) = 52.5918p$ .

**Step 5:** Price of mailing =  $(52.5918p \times 98,277) / 100 = \text{£}51,685.64$  (excluding VAT).

### Trayed Mail Savings:

Low Sort Large Letter mailings presented in trays will save 0.7p per item from Table 5 =  $(0.7p \times 98,277) / 100 = \text{£}687.94$  (excluding VAT).

Total tray price of mailing =  $\text{£}51,685.64 - \text{£}687.94 = \text{£}50,997.70$  (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	62.0p	n/a	44.2p	n/a
	101-250g	67.6p	n/a	56.3p	n/a
	251-750g	67.6p	0.1758p	56.3p	0.1505p
Parcel	0-750g	188.9	N/A	157.4	N/A
	751-1000g	188.9	0.1574	158.6	0.1349
	1001-2000g	229.0	0.2200	193.0	0.0900
A3 Parcel	0-100g	115.4	N/A	99.1	N/A
	101-250g	124.6	N/A	107.0	N/A
	251-750g	124.6	0.1059	107.0	0.0724

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

**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	1,000 – 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	1,000 – 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 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.

Volumes of less than 1,000 items may be charged at a higher rate.

**Table 5 – Trayed Mail Savings**

	Saving per item
High Sort Large Letters (up to 10mm thick)	0.70p

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

# 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 3.

**Step 3:** Add to the sortation and machine-readable discount the applicable Volume Related Discount from Table 4.

**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 = 56.30p + ((302 – 250) x 0.1505p) = 64.1260p rounded to the nearest 1/10th of a penny = 64.1p.

**Step 2:** Direct discount = 11.44%, Residue discount = 4.44% from Table 3.

**Step 3:** VRDs from Table 4 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 = 64.1p x (100%–15.94%) = 53.88246p.  
Price of Residues = 64.1p x (100%–5.44%) = 60.61296p.

**Step 5:** Price of Directs in mailing = (53.88246p x 98,277)/100 = £52,954.07.  
Price of Residues in mailing = (60.61296p x 14,162)/100 = £8,584.01.

**Step 6:** Total for this mailing = £52,954.07 + £8,584.01 = £61,538.08 (excluding VAT).

### Trayed Mail Savings:

High Sort Large Letter mailings presented in trays will save 0.7p per item from Table 5 = (0.7p x 112,439)/100 = £787.07 (excluding VAT).

Total tray price of mailing = £61,538.08 - £787.07 = £60,751.01 (excluding VAT).

# 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.

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



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

Profile discount % = A x B

Calculated to one decimal place and capped at 16%

## Publishing Mail Profile – Minimum Prices

### Minimum Prices

	Minimum Price
1st Class	45.50p
2nd Class	32.30p

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	14.95p	
Missorts	Mailmark Large Letters	n/a	39.75p	
International item as domestic	Mailmark Letters and Large Letters	n/a	£1.47	Adjustment charges only apply when one or a combination of charges result in a charge of £10 or more per eManifest
Non machine processed	Mailmark Letters	n/a	1.98p*	
Non machine processed	Mailmark Large Letters	n/a	3.53p*	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	7.81p	
Postcode accuracy	Mailmark Large Letters	n/a	15.30p	
Delivery point suffix accuracy	Mailmark Letters and Large Letters	n/a	0.84p	
Missing or incorrect eManifest ID	Mailmark Letters and Large Letters	£26.39	n/a	per eManifest
Unmanifested volume and Duplicates	Mailmark Letters and Large Letters	£26.39	0.45pLs/0.71pLLs	per supply chain
Incorrect SCID	Mailmark Letters and Large Letters	£26.39	n/a	per eManifest
Item ID mismatch	Mailmark Letters and Large Letters	£26.39	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	2p
Sales Order Under Declared – UK	Account and Advanced	1st Class	Letters	n/a	56p
		2nd Class	Letters		38p
		1st Class	Large Letters		£1.23
		2nd Class	Large Letters		96p
Sales Order Under Declared – International	Account and Advanced		Letters and Large Letters	n/a	£1.47L/£3.60LL
Not highly machinable	Advanced	1st Class	Letters	n/a	8.2p
		2nd Class	Letters		6.8p
		1st Class	Large Letters		8.4p
		2nd Class	Large Letters		5.2p
Missing Sales Order	Account and Advanced			£26.39	n/a
Incorrect Sales Order	Account and Advanced			£26.39	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](http://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

## Machine Readable Adjustment Charges

Fault	Applies to	Flat Fee	Per item fee	Note
Low volume faults	Sorted	£26.39	n/a	per posting
Medium volume low impact faults	Sorted	£26.39	n/a	per posting
Medium volume high impact faults	Sorted	£26.39	adjustment	10% of posting adjusted
High volume low impact faults	Sorted and unsorted	£26.39*	n/a	per posting
High volume high impact faults	Sorted	£26.39	adjustment	100% of mailing adjusted
Incorrect licence design	BMA on account	£25.00	n/a	per month

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

\*Fee applies to sorted machine-readable mail only.

Full details of the Low/High machine readable faults are available in the Quick Guides at [royalmailtechnical.com](http://royalmailtechnical.com)

## Other Adjustment Charges

Fault	Applies to	Flat Fee	Per item fee	Note
Presentation errors	Sorted	£26.39	n/a	per posting
Incorrect labels/bag ties	Sorted	£26.39	20p	per label or tie
Incorrect cage cards	Sorted	£26.39	25p	per card used
Storage costs	Sorted	£26.39	25p	per cage per day
Overweight bags/bundles/trays	Sorted	£26.39	65p	per bag/tray generated
Overweight cages/Yorks	Sorted	£26.39	65p	per Cage/York generated
Minimum average per selection	Sorted	£26.39	adjustment	100% of mailing
Bulk surcharges	Unsorted	n/a	31p*	per item
Response and Advanced specification	Response	n/a	31p	per item
Response specification	Response	£25.00	n/a	per licence per month
No sales order or posting cheque	Sorted and unsorted	£26.39	n/a	per posting
Incorrect Sales Order	Sorted and unsorted	£26.39	n/a	per posting

Prices in this table exclude VAT, which is charged at the standard rate, except for Bulk surcharges.

\*Bulk surcharges are exempt from VAT.

# 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

Simply call us on **08457 950 950\***.

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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