

Selectapost Agreement

Our agreement with you is made up of this application form (form) and the attached Selectapost terms and conditions. To apply for the Selectapost service simply fill in and return the application form to: Selectapost Team, Royal Mail, Dearne House, PO Box 740, Barnsley, S73 0ZJ

Application Form

Customer Details

Company Name

Address including postcode

Contact Name

Job Title

Telephone Number

Proposed Start Date

List the selections you would like your mail separated into.

Selections:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.
23.
24.
25. Residue (Mandatory)

Invoicing details (if different from above)

Company Name

Address including postcode

Contact Name

Job Title

Telephone Number

Agreement details

I have read, accept and agree to keep to the provisions of the Selectapost agreement

Signed by: _____

Printed Name: _____

For and on behalf of: _____

Date: _____

For internal use

Order Ref:

Account No:



March 2014

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Selectapost Terms and Conditions

Selectapost is a service that allows you to receive mail ready sorted into categories that meet your individual mail management needs.

1. Definitions

The words defined in the form, and those set out below, apply to these terms:

service: means the Selectapost service to be provided by us to you

you or your: means you the customer

we or us: means Royal Mail Group Limited

2. Providing the service

We will separate your mail by your chosen identifiers and deliver it to you in separate bags or bundles, so that your mail is ready for internal delivery.

You simply provide a list of the different identifiers you want to use for the purposes of the service (e.g. Accounts Dept), and then make sure people writing to you always use that identifier in the address.

For an additional fee we will deliver bundles or bags directly to specified points at the delivery address.

3. How much does it cost?

The pricing for Selectapost is made up of a fixed charge £ + VAT per annum. per selection (per address) and a separate quarterly charge, which varies in accordance with volume calculated by samples taken by us. We take samples over a fixed period and let you know any changes in the price to be charged over the next quarter.

Price per 1000 Letters delivered to a single point	£ + VAT
Price per 1000 Large Letters if delivered to a single point	£ + VAT
Price per 1000 Letters if delivered to multiple points	£ + VAT
Price per 1000 Large Letters if delivered to multiple points	£ + VAT

The service will usually be billed in advance based on the previous quarter's sampling figures. Your initial price will be calculated on the basis of the volume of your mail you have sorted during the first week the service is used.

The charges do not include VAT. You must pay any VAT due on the charges.

Selectapost rates can be found at:

<http://www.royalmail.com/corporate/mail-management/inbound/selectapost>

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4. What are the restrictions?

- 4.1 The availability of this service is subject to operational capability at the local Royal Mail site.
- 4.2 The service is not available for customers receiving over 6000 items per day and is subject to a limit of 25 selections and/or a large proportion of packets. In this instance, please contact the Sales Centre on 08457 950 950 to discuss alternative solutions. We will ascertain your volumes by our standard sampling methods and if we consider that your mailings are over this limit we reserve the right to terminate this agreement.
- 4.3 One selection must be designated as a residue selection. Where a letter or large letter does not include in the address an agreed identifier it will be sorted to this 'residue' selection. Any packet will be sorted to the 'residue' selection.
- 4.4 All mail received must be correctly addressed with full postal address and should include the postcode. In the absence of any of these elements or an identifier the mail may be sorted to a residue selection.

5. How do I cancel or change the service?

An agreement for use of the Selectapost service must be for a minimum period of one year and may be renewed on a quarterly or annual basis.

6. Payment and billing

Payment is to be made by account and our standard credit terms will apply. We will bill quarterly in advance, based on sampling undertaken in the previous quarter.

7. Withdrawal of the service

We reserve the right to withdraw the service immediately, (or a part(s) of it) without prior notice and for any reason, including your breach of any of the conditions of service or where we believe our reputation could be brought into disrepute.

8. Suspension of your service

The service is not available on days when mail is not being delivered. We reserve the right to suspend it when postal services are suspended generally.

9. General

- 9.1 A person who is not a party to this agreement will not have any right or benefit under or in connection with it.

- 9.2 If any court with the correct authority finds any part of the agreement to be invalid, illegal or unenforceable, this will not affect the other parts of this agreement.
- 9.3 Each of us acknowledges that we cannot transfer the rights and duties under this agreement without the consent of the other, such consent not to be unreasonably withheld or delayed. You can use another person to carry out any of your duties as long as you tell us first. You will be responsible to us for any action that person takes or fails to take. We can use others to perform our duties and exercise rights but we will be responsible for them.
- 9.4 Our duties to you under this agreement and arising in relation to it are limited to providing the service in accordance with the agreement.
- 9.5 If we do not provide the service because of our negligence, we will credit you on a pro rata daily basis for each working day when we did not provide the service and this will be our only liability to you except for liability that cannot by law be excluded or limited, such as liability for death or personal injury caused by our negligence.
- 9.6 This does not affect your rights under a scheme or contract for the delivery of a postal item. The conveyance of a postal packet, letter or any other items under our postal services, which are subject to this agreement is governed either by a scheme made under the Post Office Act 1969, Postal Services Act 2000, or a contract with us, and compensation for loss of, or damage to, such an item, or if we deliver an item late is provided by that scheme or contract and not this agreement. You can find out more about the schemes at www.royalmail.com.
- 9.7 This agreement is governed by the laws of England and Wales and the relevant courts of the United Kingdom will have exclusive jurisdiction in relation to this agreement.



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