

from 4th April 2011

2011 price guide

delivery and
collection services



Royal Mail

Helping your business thrive

Find new customers, build stronger relationships and deliver more business

We have a range of services to suit many business needs for example, to grow new business and keep existing customers coming back. We're committed to helping businesses of all types and sizes thrive and we're in a unique position to do so.

Delivering what your customers want when they want it, is important. But it's also choosing the right service from us, keeping your business costs low and customer satisfaction high. Our services in this guide will help you make the right choices.

This price guide is one of two separate brochures:

- Delivery and collection services
- Marketing and bulk mail services

You can download either of these guides at: www.royalmail.com/prices2011

We also have a full range of International services to send outbound mail from the UK and receive inbound mail from overseas, find out more at: www.royalmail.com/internationalbusiness

Of course, if you have any questions about our prices or services, or need advice on which services may be best for your business, just call our Business Customer Helpline on: **08457 950 950** between 8.00am and 6.00pm – Monday to Friday.

This price guide replaces last year's – so now you no longer need your 2010 guide. When you throw it away you can be assured that it's made of 100% recyclable paper.



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2011), postal fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.

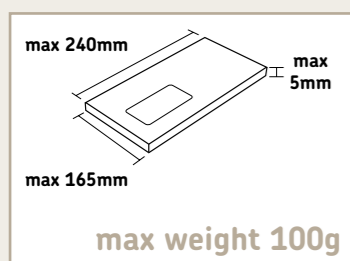
Up to date information may be obtained by visiting www.royalmail.com or by calling Royal Mail Sales on **08457 950 950**.

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'. 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

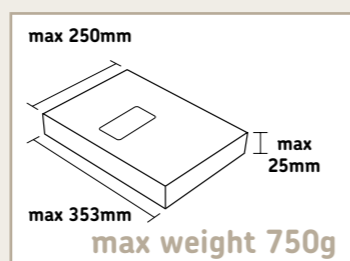


For example:

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

Large Letter format

Up to 750g
Up to 25mm thick



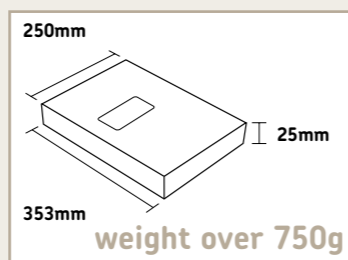
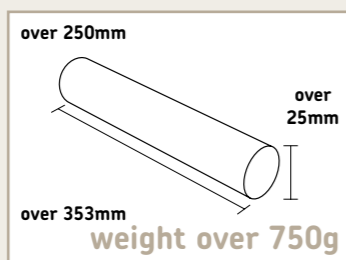
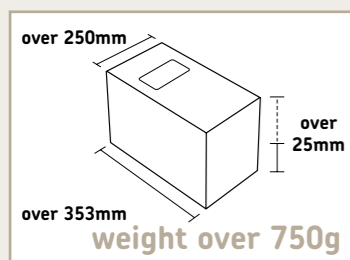
For example:

- 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

See the Standard Parcels services for items over these dimensions

For example:

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

Want to know more?

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

Your payment options

There are a number of payment options available to you. Just choose the one that's right for your business.

Franking

With a franking machine, you can send any amount of UK or international postage whenever you need to. So you won't have to worry about running out of stamps again. You simply top up your postage credit by phone, online, or via your account with your franking supplier. Franking can also save you money on your postage costs. For more information visit www.royalmail.com/franking

SmartStamp®

The SmartStamp service includes a free software download that enables you to print out any quantity of stamps straight from your PC and add your company logo or a message. It's easy to use and will help your business look even more professional. For more information visit www.royalmail.com/smartstamp

Online Postage

Online Postage lets you print your postage through the Royal Mail website. You don't need new software, just a computer and printer. Log on, select the right service, add the address then buy, print and send your item. There's an online price finder tool to help you select the right postage. And you can save time by using the Fast Drop service at selected Post Office® branches. To find out more, visit www.royalmail.com/onlinepostage

Royal Mail Direct

Our convenient mail order service is designed to save you time. You can order from our full range of stamps, stamp rolls, pre-paid envelopes, Special Delivery™ stationery and international packaging. For more information or to make an order please go to www.royalmail.com/shop or call us on **08457 782 677**.

Post Office®

You'll find a range of stamp products at your local Post Office® branch and staff can also give you help and advice on the most cost effective solutions to meet your needs. For further details or to find your nearest Post Office® branch visit www.postoffice.co.uk

Credit Account

If you frequently send large amounts of mail then a Credit Account will save you time and money. Offering payment terms of up to 30 days, a Credit Account will help to ease cash flow and improve your budgeting. You can choose from either our **Standard Account** or our **Credit Balance Account**. With a Standard Account, you pay retrospectively for postage. With a Credit Balance Account, you pay in advance. If you want more information or would like to set up a Credit Account, visit www.royalmail.com/account or call us on **08457 950 950**.

To find out more about the services you can use with a Credit Account visit:

www.royalmail.com/prices2011 and download the PDF of marketing and bulk mail services.

Online Business Account

Online Business Account is our online ordering and invoicing system. It allows you to order mail services and manage your Royal Mail invoices quickly and simply in one place. For more information visit www.royalmail.com/oba

First Class – for cost-effective, next-day delivery

The right choice for your business if you:

- need reliable, good-value and next-day delivery (non-guaranteed)
- want the simplicity and convenience of a proven mail service
- need Proof of Posting (only available in Post Office® branches) and automatic compensation for loss or damage

Second Class – for cost-effective delivery within three days

The right choice for your business if you:

- don't require urgent delivery
- want to save money on postage
- want the simplicity and convenience of a proven mail service
- need Proof of Posting (only available in Post Office® branches) and automatic compensation for loss or damage

	First Class		Second Class	
	Stamps/Online Postage	Franking	Stamps/Online Postage	Franking
Weight	Price	Price	Price	Price
Letter				
0–100g	46p	39p	36p	28p
Large letter				
0–100g	75p	55p	58p	44p
101–250g	£1.09	79p	92p	65p
251–500g	£1.46	£1.10	£1.23	90p
501–750g	£2.07	£1.60	£1.76	£1.30
Packet				
0–100g	£1.58	£1.36	£1.33	£1.14
101–250g	£1.96	£1.69	£1.72	£1.48
251–500g	£2.48	£1.90	£2.16	£1.59
501–750g	£3.05	£2.36	£2.61	£1.92
751–1000g	£3.71	£2.86	£3.15	£2.31
1001–1250g	£4.90	£3.98	Not applicable, please note items heavier than 1000g cannot be sent Second Class	
1251–1500g	£5.66	£4.68		
1501–1750g	£6.42	£5.37		
1751–2000g	£7.18	£5.99		
2001–4000g	£8.95	£7.83		
Each additional 2kg or part thereof add	£3.05	£2.67		

Prices in this table are exempt from VAT.

First Class and Second Class Pre-Paid Envelopes

Our pre-paid envelopes are ready to use – for greater convenience

Delivery Service	Pre-Paid Envelopes per 100 items	
Weight not over	Size	Price
	DL size – (110mm x 220mm)	
First Class up to 100g	100	£53.23
First Class up to 100g	100 windows	£53.66
Second Class up to 100g	100	£43.23
Second Class up to 100g	100 windows	£43.66
	C5 size – (162mm x 229mm)	
First Class up to 100g	100	£54.51
Second Class up to 100g	100	£44.51
	C4 size – (228mm x 320mm)	
First Class up to 100g	100	£80.47
Second Class up to 100g	100	£65.36

Prices in this table are exempt from VAT.

Standard Parcels – ideal for sending non-urgent parcels across the UK

The right choice for your business if you:

- need your parcels delivered within 3-5 working days
- want to cut costs on sending your parcels
- need a free certificate of posting and enhanced compensation for loss or damage
- have items up to 1.5m long and up to 20kg in weight (combined length and girth must not exceed 3m)

Standard Parcels						
Not over	2kg	4kg	6kg	8kg	10kg	20kg
Price	£4.41	£7.62	£10.34	£12.67	£13.61	£15.86

Prices in this table are exempt from VAT

Standard Parcels with additional compensation*						
Compensation Level	Weight not over					
	2kg	4kg	6kg	8kg	10kg	20kg
£100	£6.49	£10.34	£13.61	£16.40	£17.53	£20.23
£250	£8.29	£12.14	£15.41	£18.20	£19.33	£22.03
£500	£9.49	£13.34	£16.61	£19.40	£20.53	£23.23

Prices in this table include VAT at 20%.

*Available in Post Office® branches and "smart meters" only.

Special Delivery™ – fast, guaranteed* delivery by either 9.00am or 1.00pm the next working day including Saturday

The right choice for your business if you:

- need to deliver something before 9.00am or before 1.00pm
- need to track your items online and require an electronic signature to confirm delivery
- want a money-back guarantee* and peace of mind that a signature has been obtained on delivery

*On time delivery or your money back – restrictions apply – find out more at:

www.royalmail.com/specialdelivery

Special Delivery 9.00am

Weight not over	Stamps** Compensation for loss or damage			Franking† Compensation for loss or damage		
	Up to £50	Up to £1,000	Up to £2,500	Up to £50	Up to £1,000	Up to £2,500
100g	£15.25	£17.30	£20.55	£14.42	£16.47	£19.71
500g	£17.30	£19.35	£22.60	£16.09	£18.14	£21.38
1kg	£19.35	£21.40	£24.65	£17.78	£19.83	£23.07
2kg	£23.45	£25.50	£28.75	£21.66	£23.71	£26.95

Prices in this table include VAT at 20%.

**Available in Post Office® branches only.

†Available on "smart meters" only – not standard franking/meter machines.

Special Delivery 9.00am with Saturday Guarantee*

Weight not over	Stamps** Compensation for loss or damage			Franking† Compensation for loss or damage		
	Up to £50	Up to £1,000	Up to £2,500	Up to £50	Up to £1,000	Up to £2,500
100g	£17.95	£20.00	£23.25	£17.12	£19.17	£22.41
500g	£20.00	£22.05	£25.30	£18.79	£20.84	£24.08
1kg	£22.05	£24.10	£27.35	£20.48	£22.53	£25.77
2kg	£26.15	£28.20	£31.45	£24.36	£26.41	£29.65

Prices in this table include VAT at 20%.

**Available in Post Office® branches only.

†Available on "smart meters" only – not standard franking/meter machines.

Special Delivery 9.00am with Consequential loss

You can 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. Prices start from an extra £2.10 (inc. VAT at 20%).

To find out more visit: www.royalmail.com/specialdelivery

Special Delivery Next Day

Weight not over	Stamps/Online postage Compensation for loss or damage			Franking Compensation for loss or damage		
	Up to £500	Up to £1,000	Up to £2,500	Up to £500	Up to £1,000	Up to £2,500
100g	£5.45	£6.35	£8.20	£5.26	£6.16	£8.01
500g	£5.90	£6.80	£8.65	£5.58	£6.48	£8.33
1kg	£7.00	£7.90	£9.75	£6.57	£7.47	£9.32
2kg	£9.05	£9.95	£11.80	£8.27	£9.18	£11.03
10kg	£22.70	£23.60	£25.45	£21.65	£22.55	£24.40

Prices in this table are exempt from VAT.

Special Delivery Next Day with Saturday Guarantee*

Weight not over	Stamps** Compensation for loss or damage			Franking† Compensation for loss or damage		
	Up to £500	Up to £1,000	Up to £2,500	Up to £500	Up to £1,000	Up to £2,500
100g	£9.24	£10.32	£12.54	£9.01	£10.09	£12.31
500g	£9.78	£10.86	£13.08	£9.40	£10.48	£12.70
1kg	£11.10	£12.18	£14.40	£10.58	£11.66	£13.88
2kg	£13.56	£14.64	£16.86	£12.62	£13.72	£15.94
10kg	£29.94	£31.02	£33.24	£28.68	£29.76	£31.98

Prices in this table include VAT at 20%.

**Available in Post Office® branches only.

†Available on "smart meters" only – not standard franking/meter machines.

Special Delivery Next Day with Consequential loss

You can 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.

Prices start from an extra £3.19 (inc. VAT at 20%). Find out more at: www.royalmail.com/specialdelivery

Special Delivery 9.00am Pre-Paid Envelopes

Our prepaid envelopes are ready to use – for greater convenience.

Special Delivery 9.00am Pre-Paid Envelopes	
Size	Price
5 x C4 9am envelopes (up to 500g)	£86.50

Prices in this table include VAT at 20%.

Special Delivery Next Day Pre-Paid Envelopes

Our pre-paid envelopes are ready to use – for greater convenience.

Special Delivery Pre-Paid Envelopes	
Size	Price
5 x C5 Next Day envelopes (up to 500g)	£29.50
5 x C4 Next Day envelopes (up to 500g)	£29.50
5 x C3 Next Day envelopes (up to 1kg)	£35.00
5 x Next Day light goods packs (up to 2kg)	£45.25

Prices in this table are exempt from VAT.

Recorded Signed For™ – extra reassurance that your item has been delivered

The right choice for your business if you:

- need proof of exactly when the item is delivered – you can see the time and date of delivery together with a copy of the signature that was taken as proof of delivery
- are sending your items by First or Second Class

Recorded (Signed For) fee	
Price	
	77p

Prices in this table are exempt from VAT.

Add the Recorded Signed For fee to the price of the First or Second Class item you want to send. See page 4.

Royal Mail Sameday® – nationwide, same-day courier service

The right choice for your business if you:

- need important packages delivered the same day
- want guaranteed* delivery 24/7 to 99.5% of all UK business addresses
- set up a Royal Mail Sameday contract or just use the service when you need it
- need to track your items online and require an electronic signature within seconds of the item being delivered

To find out more, get a quote or make a booking, visit: www.royalmail.com/sameday

*On time delivery or your money back.

Royal Mail Door to Door® – total UK coverage for your unaddressed “door drop” material

The right choice for your business if you:

- use unaddressed, “door drop” promotional material as part of your marketing activity, either on its own or as part of an integrated campaign, for example, by following up national or regional advertising
- need unbeatable coverage combined with excellent value. Door to Door gives you access to over 27 million homes – that’s every address registered to receive mail in the UK
- want your company to benefit from association with the Royal Mail brand
- don’t have your own customer data – or the budget to buy it – because you can collect data and a good customer base from the response your Door to Door campaign generates

To find out more, get a quote or make a booking, visit: www.royalmail.com/doortodoor

Airmail Letters – fast, cost-effective way to send items

The right choice for your business if you:

- need to get your item delivered with speed, to anybody, almost anywhere in the world
- want a simple process of mailing items weighing up to 2kg (books and pamphlets can weigh up to 5kg)
- would like compensation for loss or damage

Airmail Letters (Europe)			Airmail Letters (Rest of the World)		
Weight not over	Stamps/Online postage	Franking/Account	Weight not over	Stamps/Online postage	Franking/Account
Postcard	68p	66p	Postcard	76p	74p
10g	68p	66p	10g	76p	74p
20g	68p	66p	20g	£1.10	£1.08
40g	£1.00	98p	40g	£1.65	£1.63
60g	£1.30	£1.27	60g	£2.07	£2.05
80g	£1.49	£1.46	80g	£2.51	£2.49
100g	£1.73	£1.70	100g	£3.19	£3.17
120g	£2.01	£1.98	120g	£3.71	£3.69
140g	£2.29	£2.26	140g	£4.28	£4.26
160g	£2.58	£2.55	160g	£4.83	£4.81
180g	£2.86	£2.83	180g	£5.37	£5.35
200g	£3.11	£3.08	200g	£5.92	£5.90
220g	£3.38	£3.35	220g	£6.45	£6.43
240g	£3.64	£3.61	240g	£6.95	£6.93
260g	£3.89	£3.86	260g	£7.47	£7.45
280g	£4.13	£4.10	280g	£7.96	£7.94
300g	£4.20	£4.12	300g	£8.20	£8.14
Every 100g up to 500g add	76p	76p	Every 100g up to 500g add	£1.30	£1.30
Every 100g up to 1kg add	99p	99p	Every 100g up to 1kg add	£1.58	£1.58
Every 100g above 1kg add	86p	86p	Every 100g above 1kg add	£1.42	£1.42

Prices in this table are exempt from VAT.

Prices in this table are exempt from VAT.

- For extra speed, security and online tracking, upgrade your Airmail Letters to Airsure – see page 13
- For extra reassurance and a signature upon delivery add International Signed For to your Airmail Letters – see page 12

Airmail Printed Papers and Small Packets – fast, cost-effective way to send items

The right choice for your business if you:

- are sending books, magazines, newspapers, leaflets and pamphlets abroad
- are sending gifts, goods and commercial samples
- only include a letter relating to the contents, but no other personalised correspondence

Airmail Printed Papers & Small Packets (Europe)			Airmail Printed Papers & Small Packets (Rest of the World)		
Weight not over	Stamps/Online postage	Franking/Account	Weight not over	Stamps/Online postage	Franking/Account
10g	£1.49	£1.47	10g	£2.07	£2.04
20g	£1.49	£1.47	20g	£2.07	£2.04
40g	£1.49	£1.47	40g	£2.07	£2.04
60g	£1.49	£1.47	60g	£2.07	£2.04
80g	£1.49	£1.47	80g	£2.07	£2.04
100g	£1.49	£1.47	100g	£2.07	£2.04
120g	£1.61	£1.58	120g	£2.32	£2.29
140g	£1.79	£1.75	140g	£2.60	£2.57
160g	£1.93	£1.89	160g	£2.90	£2.87
180g	£2.11	£2.04	180g	£3.20	£3.17
200g	£2.19	£2.12	200g	£3.50	£3.47
220g	£2.29	£2.22	220g	£3.80	£3.73
240g	£2.39	£2.32	240g	£3.96	£3.89
260g	£2.49	£2.42	260g	£4.06	£3.99
280g	£2.56	£2.49	280g	£4.16	£4.09
300g	£2.61	£2.54	300g	£4.26	£4.18
Every 100g up to 500g add	55p	55p	Every 100g up to 500g add	£1.11	£1.11
Every 100g up to 1kg add	55p	55p	Every 100g up to 1kg add	£1.11	£1.11
Every 100g above 1kg add	55p	55p	Every 100g above 1kg add	£1.11	£1.11

Prices in this table are exempt from VAT.

Prices in this table are exempt from VAT.

- For extra speed, security and online tracking, upgrade your Airmail Printed Papers & Small Packets to Airsure – see page 13
- For extra reassurance and a signature upon delivery add International Signed For to your Airmail Printed Papers & Small Packets – see page 12

Airpacks – for greater convenience, you can buy bubble-packs that are waterproof and self-seal, ideal for sending goods and samples to any destination worldwide

Pre-Paid Airpacks		
Weight not over	Format	Prices
300g	C4 Europe pre-paid	£2.65
300g	C4 Worldwide pre-paid	£4.45
500g	C3 Europe pre-paid	£3.85
500g	C3 Worldwide pre-paid	£6.85

Prices in this table are exempt from VAT

International Signed For – extra reassurance that your item has been delivered to its overseas destination

The right choice for your business if you:

- want secure delivery of an item weighing 2kg or less, with tracking until the item leaves the UK and with a signature taken at the destination address
- would like compensation up to 100 times the cost of a 1st Class stamp for loss or damage, or get added cover of up to £500 for an additional fee
- need to send the item to almost anywhere in the world

International Signed For		
	Fee	Additional Compensation up to £500
International Signed for	£4.95	£2.50

Prices in this table are exempt from VAT.

International Signed For Airpacks

For greater convenience, you can buy pre-paid International Signed For Airpacks. These waterproof packs have tamper-evident seals for added security and make it even easier to use International Signed For.

Pre-Paid Airpacks		
Weight not over	Format	Prices
300g	International Signed For pack C4 Europe pre-paid	£7.65
300g	International Signed For pack C4 Worldwide pre-paid	£9.35

Prices in this table are exempt from VAT.

Airsure® – fast and secure delivery to 30 destinations* worldwide with confirmation of delivery

The right choice for your business if you:

- want fast and secure delivery of an item weighing 2kg or less and want to receive priority handling
- would like additional compensation for loss or damage, with the option to get added cover up to £500 for an additional fee
- require visibility of your item via online tracking and online confirmation that your item has been delivered

*Go to www.royalmail.com/airsure to see a full list of destinations

Prices shown in the table below are for European Union (EU) destinations only.

Prices for Non-EU and Rest of the World destinations are calculated by adding £5.30 to your chosen Airmail price shown on page 10 (Non-EU and Rest of the World prices are zero rated for VAT).

Airsure Letters (European Union)		
Weight not over	Stamps*	Franking†/Account
10g	£6.70	£6.67
20g	£6.70	£6.67
40g	£7.08	£7.06
60g	£7.44	£7.40
80g	£7.67	£7.63
100g	£7.96	£7.92
120g	£8.29	£8.26
140g	£8.63	£8.59
160g	£8.98	£8.94
180g	£9.31	£9.28
200g	£9.61	£9.58
220g	£9.94	£9.90
240g	£10.25	£10.21
260g	£10.55	£10.51
280g	£10.84	£10.80
300g	£10.92	£10.82
Every 100g up to 500g add	91p	91p
Every 100g up to 1kg add	£1.19	£1.19
Every 100g above 1kg add	£1.03	£1.03

Prices in this table include VAT at 20%.
 *Available in Post Office® branches only.
 †Available on "smart meters" only – not standard franking/meter machines.

Airsure Printed Papers & Small Packets (European Union)		
Weight not over	Stamps*	Franking†/Account
10g	£7.67	£7.64
20g	£7.67	£7.64
40g	£7.67	£7.64
60g	£7.67	£7.64
80g	£7.67	£7.64
100g	£7.67	£7.64
120g	£7.81	£7.78
140g	£8.03	£7.98
160g	£8.20	£8.15
180g	£8.41	£8.33
200g	£8.51	£8.42
220g	£8.63	£8.54
240g	£8.75	£8.66
260g	£8.87	£8.78
280g	£8.95	£8.87
300g	£9.01	£8.93
Every 100g up to 500g add	66p	66p
Every 100g up to 1kg add	66p	66p
Every 100g above 1kg add	66p	66p

Prices in this table include VAT at 20%.
 *Available in Post Office® branches only.
 †Available on "smart meters" only – not standard franking/meter machines.

Airsure Airpacks

For greater convenience, you can buy pre-paid Airsure Airpacks. These waterproof packs have tamper-evident seals for added security and make it even easier to use Airsure.

Pre-Paid Airsure Packs

Weight not over	Format	Price
300g	Airsure pack C4 Europe pre-paid	£9.12

Prices in this table include VAT at 20%.

Pre-Paid Airsure Packs

Weight not over	Format	Price
300g	Airsure pack C4 Worldwide pre-paid	£9.80

Prices in this table are zero rated for VAT.

Surface Mail – Outside Europe only

The cost-effective choice for your business if you:

- need an affordable alternative to Airmail for items to be delivered outside Europe.
We aim to deliver Surface Mail within one to three months

Surface Mail Letters

Weight not over	Price	Weight not over	Price
20g	66p	1050g	£13.28
60g	£1.14	1100g	£13.88
100g	£1.60	1150g	£14.48
150g	£2.27	1200g	£15.08
200g	£2.89	1250g	£15.68
250g	£3.54	1300g	£16.28
300g	£4.16	1350g	£16.88
350g	£4.79	1400g	£17.48
400g	£5.43	1450g	£18.08
450g	£6.05	1500g	£18.68
500g	£6.68	1550g	£19.28
550g	£7.28	1600g	£19.88
600g	£7.88	1650g	£20.48
650g	£8.48	1700g	£21.08
700g	£9.08	1750g	£21.68
750g	£9.68	1800g	£22.28
800g	£10.28	1850g	£22.88
850g	£10.88	1900g	£23.48
900g	£11.48	1950g	£24.08
950g	£12.08	2000g	£24.68
1000g	£12.68	Letters over 2000g cannot be sent by Surface Mail	

Prices in this table are exempt from VAT.

Surface Mail – Outside Europe only

The cost-effective choice for your business if you:

- need an affordable alternative to Airmail for items to be delivered outside Europe.
We aim to deliver Surface Mail within one to three months

Surface Printed Papers & Small Packets

Weight not over	Price	Weight not over	Price
20g	£1.12	1050g	£7.90
60g	£1.12	1100g	£8.24
100g	£1.12	1150g	£8.58
150g	£1.50	1200g	£8.92
200g	£1.89	1250g	£9.26
250g	£2.28	1300g	£9.60
300g	£2.64	1350g	£9.94
350g	£3.02	1400g	£10.28
400g	£3.42	1450g	£10.62
450g	£3.79	1500g	£10.96
500g	£4.16	1550g	£11.30
550g	£4.50	1600g	£11.64
600g	£4.84	1650g	£11.98
650g	£5.18	1700g	£12.32
700g	£5.52	1750g	£12.66
750g	£5.86	1800g	£13.00
800g	£6.20	1850g	£13.34
850g	£6.54	1900g	£13.68
900g	£6.88	1950g	£14.02
950g	£7.22	2000g	£14.36
1000g	£7.56	Each 50g thereafter up to 5000g add 34p Small Packets over 2000g cannot be sent	

Prices in this table are exempt from VAT.

Collections – have your mail collected to save you time

The right choice for your business if you:

- need single or regular daily collections to your office to fit around your needs

FREE – if you apply for the service and spend more than £15,000 per year per site on Royal Mail services.

Spend per annum on Royal Mail Services less than £15,000

Type of Regular Collection	Price per annum
Weekday Collection	£650
Weekday Timed Collection	£1500
Saturday Collection	£200
Saturday Timed Collection	£400
Additional Floor Fees*	£165
Collection on demand**	Price per collection
Single Collection	£12.50

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

*Additional fee for each floor, if the collection is not located on first floor of access.

** All collections times to be mutually agreed with the local collections manager.

Early Collect – enables you to collect your mail at an earlier time that suits you

The right choice for your business if you:

- want to respond to your customers at the earliest opportunity
- need the convenience of picking up mail from your local delivery office before office hours, 6.00am until 8.30am, Monday to Saturday

Service	Price per annum
Early Collect	£2,800

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

Mail Collect – enables you to collect your mail from your delivery office at a time that suits your business

The right choice for your business if you:

- are concerned about the safety of your mail – for example, if you share premises
- need the convenience of picking up mail from your local delivery office, at any time from 8.30am until closing time

Service	Price per annum
Mail Collect	£210 FREE

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

Royal Mail Timed Delivery® – enables you to specify what time of day you want your mail delivered

The right choice for your business if you:

- need to process mail at a particular time of the day, such as early morning
- want to be totally confident of exactly when mail will be delivered
- are located within ten miles of a delivery office

Service	Price per annum
Timed Delivery	£3,300

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

Selectapost – saving time by delivering mail ready-sorted by department or categories

The right choice for your business if you:

- need to have mail on desks in the quickest possible time
- need us to deliver your mail already sorted into as many as 25 categories that you specify, such as departments on your floors

To find out more visit: www.royalmail.com/selectapost

PO Box® – providing you with a convenient, professional address

The right choice for your business if you:

- need an easy to remember address that delivers your mail to your local delivery office
- need to separate certain items from your normal post, for example, responses to a competition
- need to project the right image with a discreet address on your packaging
- need to collect your PO Box mail from the delivery office, have it delivered with your regular mail or even opt to have your regular mail placed into your PO Box

Service Type	Price
PO Box – Basic Service	
6 months	£95
1 year	£170
PO Box – Basic Service plus mail from a box delivered to a street address	
6 months	£110
1 year	£200
PO Box – Basic Service plus mail transferred from a street address to a box	
6 months	£130
1 year	£240

Prices in this table are exempt from VAT.

Service Type	Price
PO Locked Box	
6 months	£155
1 year	£250

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

Royal Mail Keepsafe® – gives you peace of mind while you're away

The right choice for your business if you:

- need to close your business for a holiday. We will hold your mail for up to two months while you're away from the office and then deliver it on a date which suits you

Keepsafe Business	Price
4 working days at Christmas and Easter	Free
66 days at any time	£30.80
Fast track	£7.50

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

NB We require five days to process your Keepsafe application and set up the service. Fast track gives your application priority handling, reducing the set up time by a minimum of one day.



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