



Price guide

UK and International business contract services

Valid from 31st March 2014



Helping your business thrive and prosper

Royal Mail is a driving force for helping all individuals and businesses communicate and trade with each other to thrive and prosper.

We focus on not just delivering to schedule, but on helping you with your wider needs around communication and trade with individuals and businesses locally, across the UK and worldwide – helping you do things you didn't think possible. All delivered by Royal Mail.

You can download this guide at: www.royalmail.com/prices2014

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.

Online Business Account

The best way to access services in this price guide is via a Royal Mail Online Business Account, which 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 go to: www.royalmail.com/oba

Although correct at the time this tariff guide was produced (February 2014), postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.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 www.royalmail.com



	Know your formats	4
	Your payment options	5
Sending parcels and letters in the UK	1st Class and 2nd Class	6
	Pre-paid envelopes	8
Parcels Portfolio	Royal Mail Signed For®	9
	Parcelforce Worldwide	9
	Royal Mail Sameday®	10
	Royal Mail Special Delivery Guaranteed™	10
	Royal Mail Tracked 24® and Royal Mail Tracked 48®	14
	Royal Mail 24® and Royal Mail 48®	15
	1st and 2nd Class Account Mail (Parcels)	17
	Royal Mail Special Delivery Guaranteed Returns®	17
	Royal Mail Tracked Returns®	18
	Surcharges	18
Marketing Services	Royal Mail Advertising Mail®	19
	Sustainable® Advertising Mail	23
	Royal Mail Door to Door® Unaddressed	29
General Correspondence (including bills and statements)	Business Mail 1st Class	31
	Royal Mail Business Mail®	31
Publishing Mail		35
Response Services	Business Reply Standard	36
	Business Reply Plus	36
	Freepost Standard	36
	Freepost Plus	37
	Freepost NAME	37
	Licence Fee	38

Outbound mail – leaving your premises	Business Collections	39
Inbound mail – receiving your items	Royal Mail Timed Delivery®	40
	Selectapost	40
	Pre-sorted Delivery	40
	Early Collect	41
	Early Extraction	41
	PO Box®	41
	Business Keepsafe	42
	Business Redirection	42
	Diversion	42
Customer Delivery	Local Collect®	43
Additional Services	Admail	44
	Posting Cheque administration charge	44
	Private Posting Box	44
	Royal Mail administration fee for collection of HMRC	44
	Royal Mail Pouch Services	45
	Rural Newspaper Delivery	45
	Royal Mail Safebox®	45
International Services	International Standard	46
	International Economy	47
	International Tracked & Signed	48
	International Tracked	49
	International Signed	51

In this year's Price guide you will see references to Royal Mail Mailmark®. The Mailmark™ barcode is a new option for your machine-readable Business Mail 1st Class, Business Mail, Advertising Mail and Publishing Mail sold on account.

Using our Mailmark™ option will give you access to reporting, giving for the first time visibility of Royal Mail performance as well as data on the quality, performance and predicted delivery day of your mail.

Among other benefits, this will help you schedule your customer contact more effectively and integrate mail better with your other marketing channels.

Franking machine manufacturers have recently introduced Mailmark™ barcode technology into the next generation of franking machines.

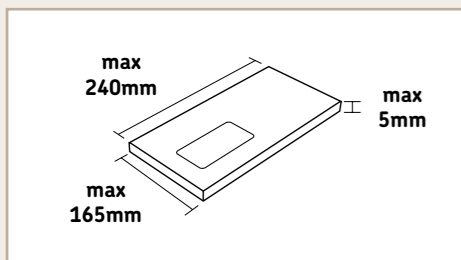
We are rolling out the new Mailmark™ option throughout 2014. Please visit www.royalmail.com/mailmark for further information.

Know your formats

Prices for 1st Class & 2nd Class mail are the same no matter where you're sending mail to in the UK. The amount you pay depends simply on the size and weight of the item you're sending.

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.

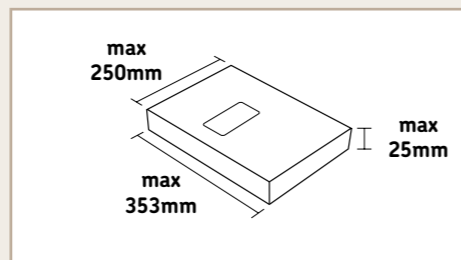
Letter Up to 100g



For example:

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

Large Letter Up to 750g

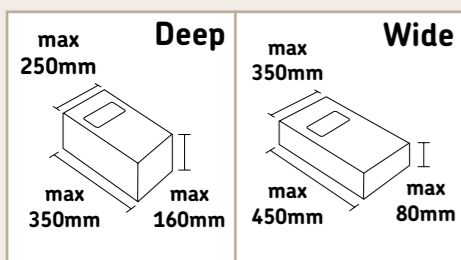


For example:

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

*Not applicable for Business Mail Large Letters.

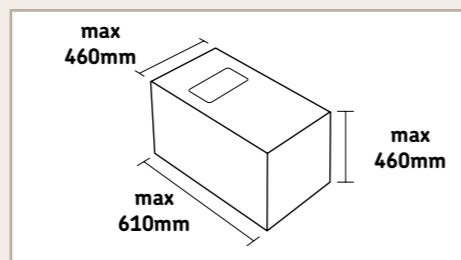
Small Parcel Up to 2kg



For example:

- Most books
- Most items of clothing
- Most toys and gifts
- Most footwear

Medium Parcel Up to 20kg



For example:

- Most household appliances
- Most footwear
- Larger items of clothing

Want to know more? Exceptions apply

Machine-readable Large Letter; maximum dimensions are 345mm x 245mm x 10mm.

Roll or cylinder shaped parcels larger than these sizes can be posted as Medium Parcels up to and including 90cm in length and up to and including 104cm (length plus twice the diameter)

For more information about how to present your mail, please 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 pay for any amount of UK or international mail 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. You can save time by using the Drop and Go 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 Guaranteed™ stationery and international packaging. For more information or to place 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**.

Mailmark™

For users of Mailmark™ franking technology, the most up to date and best value franking tariff is always in your Mailmark™ machine. To find out more visit www.royalmail.com/mailmark

1st Class and 2nd Class – On Account

1st Class – is a fast and efficient next-day delivery service.

The right choice for your business if you:

- need reliable, good-value, next-day delivery including Saturdays
- want the simplicity and convenience of a proven mail service
- want to benefit from the same price anywhere in the UK.

2nd Class – is a cost-effective service with delivery within three working days after posting.

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.

These services do not offer any discounts for volume or presentation and are VAT exempt. You can find the terms and conditions for these services in the Royal Mail United Kingdom Post Scheme.

1st and 2nd Class can be paid for using stamps, franking, online postage, SmartStamp®, or on account. Account prices are shown below.

To find out more go to www.royalmail.com/1stclass or www.royalmail.com/2ndclass

Account

Format	Weight up to and including	1st Class Account	2nd Class Account
Letter	100g	49p	35p
Large Letter	100g	74p	60p
	250g	£1.04	85p
	500g	£1.38	£1.13
Small Parcel	750g	£1.95	£1.59
	1kg	£2.90	£2.50
	2kg	£5.15	£3.50
Medium Parcel	1kg	£4.80	£4.40
	2kg	£7.50	£6.85
	5kg	£15.85	£13.75
	10kg	£21.90	£20.25
	20kg	£33.40	£28.55

Prices in this table are exempt from VAT.

1st Class and 2nd Class – Stamps and Online

1st Class – is a quick, efficient delivery service for non-valuable items. We're committed to making your parcels and letters reach their destination the next working day, including Saturdays.

Key features:

- prices start at 62p for mail up to 100g
- great value option to get your post delivered safely and on time
- for parcels up to 20kg in weight. Parcel prices start from £3.20
- includes compensation cover up to £20.

2nd Class – is a great value delivery service for non-valuable items.

Key features:

- prices start at 53p for mail up to 100g
- great value option to get your post delivered safely and on time
- aims to deliver the third working day after posting including Saturdays
- for parcels up to 20kg in weight. Parcel prices start from £2.80
- includes compensation cover up to £20.

To find out more go to www.royalmail.com/1stclass or www.royalmail.com/2ndclass

Stamps and Online

Format	Weight up to and including	1st Class Stamps/Online	2nd Class Stamps/Online
Letter	100g	62p	53p
Large Letter	100g	93p	73p
	250g	£1.24	£1.17
	500g	£1.65	£1.48
Small Parcel	750g	£2.38	£2.01
	1kg	£3.20	£2.80
	2kg	£5.45	£3.80
Medium Parcel	1kg	£5.65	£5.20
	2kg	£8.90	£8.00
	5kg	£15.85	£13.75
	10kg	£21.90	£20.25
	20kg	£33.40	£28.55

Prices in this table are exempt from VAT.

1st Class and 2nd Class – continued

Franking

Format	Weight up to and including	1st Class	2nd Class
		Franking	Franking
Letter	100g	50p	37p
Large Letter	100g	76p	61p
	250g	£1.06	87p
	500g	£1.40	£1.15
	750g	£1.96	£1.61
Small Parcel	1kg	£2.90	£2.50
	2kg	£5.15	£3.50
Medium Parcel	1kg	£4.80	£4.40
	2kg	£7.50	£6.85
	5kg	£15.85	£13.75
	10kg	£21.90	£20.25
	20kg	£33.40	£28.55

Prices in this table are exempt from VAT.

For Business Mail Advanced (BMA) posted via a franking machine, 1st Class mail items should show 60p on their envelopes, 2nd Class mail items 42p. These control prices are before discount has been awarded and qualify for VAT. Discounted prices, also available on account, are shown in the Business price guide 2014. The prices which will be charged for BMA items posted via a franking machine which are not successfully read will be 50p (exc VAT) for 1st Class, and 35p (exc VAT) for 2nd Class.

For users of Mailmark™ franking technology, the most up to date and best value franking tariff is always in your Mailmark™ machine.

To find out more visit www.royalmail.com/franking

Pre-Paid envelopes

Delivery Service	Pre-Paid Envelopes per 100 items	
Weight up to and including	Size	Price
1st Class up to 100g	DL size – (110mm x 220mm)	£70.00
	100	
2nd Class up to 100g	DL size – (110mm x 220mm)	£61.00
	100 windows	
1st Class up to 100g	C5 size – (162mm x 229mm)	£71.50
	100	
2nd Class up to 100g	C5 size – (162mm x 229mm)	£62.50
	100	
1st Class up to 100g	C4 size – (228mm x 320mm)	£98.00
	100	
2nd Class up to 100g	C4 size – (228mm x 320mm)	£80.00
	100	

Prices in this table are exempt from VAT.

Royal Mail Signed For® – provides you extra reassurance that your item has been delivered.

The right choice for your business if you:

- would like proof of delivery and signature from recipient
- would like to check if your item has arrived wherever you are on your mobile
- would like compensation cover up to £50.

Format	Weight up to and including	1st Class		2nd Class	
		Stamps/ Online	Franking	Stamps/ Online	Franking
Letter	100g	£1.72	£1.60	£1.63	£1.47
Large Letter	100g	£2.03	£1.86	£1.83	£1.71
	250g	£2.34	£2.16	£2.27	£1.97
	500g	£2.75	£2.50	£2.58	£2.25
	750g	£3.48	£3.06	£3.11	£2.71
Small Parcel	1kg	£4.30	£4.00	£3.90	£3.60
	2kg	£6.55	£6.25	£4.90	£4.60
Medium Parcel	1kg	£6.75	£5.90	£6.30	£5.50
	2kg	£10.00	£8.60	£9.10	£7.95
	5kg	£16.95	£16.95	£14.85	£14.85
	10kg	£23.00	£23.00	£21.35	£21.35
	20kg	£34.50	£34.50	£29.65	£29.65

Prices in this table are exempt from VAT.

To find out more go to www.royalmail.com/signedfor

Parcelforce Worldwide – non account tariff

i For parcels over 2kg and/or larger than a Medium Parcel size (shown on page 4) – please contact Parcelforce Worldwide, who offer a range of cost effective delivery options. Maximum size limit applies. Visit www.parcelforce.com or call **08448 00 44 66**.

A range of Guaranteed* UK express timed services.

Weight up to and including	express48	express24	expressAM	express10	express9
2kg	£11.99	£16.49	£21.49	£31.49	£41.48
5kg	£12.98	£17.48	£22.49	£32.48	£42.48
10kg	£16.40	£20.90	£25.91	£35.90	£45.90
15kg	£23.14	£27.64	£32.64	£42.64	£52.63
20kg	£28.51	£33.01	£38.02	£48.01	£58.01
25kg	£39.64	£44.14	£49.14	£59.14	£69.13
30kg	£43.78	£48.28	£53.28	£63.28	£73.27
Inclusive compensation	£100	£100	£200	£200	£200

Prices in this table include VAT at 20%.

*Guarantee definition: A refund of the whole or a proportionate part of the consignment charges in the event of late delivery in line with our UK or International Conditions of Carriage for Retail Services. Delivery time begins from date of collection. If you send more than 2 parcels a week in the UK, or more than a couple of parcels a month overseas, you could be better off with a Parcelforce Worldwide Account. See parcelforce.com/businessaccount for more details.

Royal Mail Sameday® – is ideal for customers “who need it now” – available almost anywhere in the UK, seven days a week, day or night. Choose from the following options:

On Demand – is for ad hoc, urgent deliveries. Make it part of your retail offer to stand out from your competitors.

Scheduled – is just the ticket for regular, daily deliveries and perfect for businesses with multiple sites or networks of clients or suppliers.

Evening Deliveries – offers the ultimate in convenience with evening deliveries up until 10pm.

We offer:

- 98% of collections within the hour
- online, real-time satellite tracking
- email delivery confirmation
- compensation up to £20,000.

To find out more, get a quote or make a booking, call **0845 850 55 22** or go to www.royalmail.com/sameday

Royal Mail Special Delivery Guaranteed™ – is our fast, guaranteed* delivery service either by 9am** or by 1pm the next working day (including Saturday for an additional fee).

The right choice for your business if you need:

- a choice of by 1pm or by 9am* delivery time
- money back guarantee* if your item doesn't arrive on time
- end to end tracking and signature on delivery
- compensation cover included up to £500 for (by 1pm service) and up to £50 (by 9am service)
- additional compensation which can be purchased up to £2,500 at the time of posting, ideal for sending urgent or valuable items such as money or jewellery
- guaranteed Saturday delivery (this is available for an additional fee)
- increased compensation for loss or damage. For items where the damage, delay or loss of an item can lead to greater loss than the actual item itself, Consequential Loss cover is available up to £10,000.

*On time delivery or your money back. Conditions apply: www.royalmail.com/special-delivery

**We guarantee delivery by 9am to more than 98% of all UK addresses depending on the service selected.

By 9am delivery is subject to recipient availability. Conditions apply: www.royalmail.com/special-delivery

To find out more go to: www.royalmail.com/specialdelivery

Royal Mail Special Delivery Guaranteed™ – continued

Royal Mail Special Delivery Guaranteed by 1pm®*

Weight up to and including	Stamps/Online postage			Franking		
	Compensation for loss or damage			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	£6.40	£7.40	£9.40	£6.15	£7.15	£9.15
500g	£7.15	£8.15	£10.15	£6.75	£7.75	£9.75
1kg	£8.45	£9.45	£11.45	£8.00	£9.00	£11.00
2kg	£11.00	£12.00	£14.00	£10.40	£11.40	£13.40
10kg	£26.60	£27.60	£29.60	£26.60	£27.60	£29.60
20kg	£41.20	£42.20	£44.20	N/A	N/A	N/A

Prices in this table are exempt from VAT.

Royal Mail Special Delivery Guaranteed by 1pm®* – On Account

Weight up to and including	Royal Mail Special Delivery Guaranteed by 1pm®		
	Compensation for loss or damage		
	Up to £500	Up to £1,000	Up to £2,500
100g	£5.65	£6.65	£8.65
500g	£6.00	£7.00	£9.00
1kg	£7.10	£8.10	£10.10
2kg	£8.90	£9.90	£11.90
10kg	£23.35	£24.35	£26.35

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

Royal Mail Special Delivery Guaranteed™ – continued

Royal Mail Special Delivery Guaranteed by 1pm® with Saturday Guarantee*

Weight up to and including	Stamps**			Franking†		
	Compensation for loss or damage			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	£10.68	£11.88	£14.28	£10.38	£11.58	£13.98
500g	£11.58	£12.78	£15.18	£11.10	£12.30	£14.70
1kg	£13.14	£14.34	£16.74	£12.60	£13.80	£16.20
2kg	£16.20	£17.40	£19.80	£15.48	£16.68	£19.08
10kg	£34.92	£36.12	£38.52	£34.92	£36.12	£38.52
20kg	£52.44	£53.64	£56.04	N/A	N/A	N/A

Prices in this table include VAT at 20%.

*On time delivery or your money back. Conditions apply: www.royalmail.com/special-delivery

**Available in Post Office® branches only.

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

Special Delivery Guaranteed by 1pm™ with Consequential loss

You can pay an additional amount to cover any consequential loss to you or your business in the unlikely event of the late or non arrival of your item. Prices start from an extra £3.41 (inc. VAT at 20%).

To find out more go to: www.royalmail.com/special-delivery for more information.

Royal Mail Special Delivery Guaranteed by 9am®*

Weight up to and including	Stamps/Online**			Franking†		
	Compensation for loss or damage			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	£18.18	£20.38	£23.88	£16.92	£19.12	£22.62
500g	£20.52	£22.72	£26.22	£19.02	£21.22	£24.72
1kg	£22.26	£24.46	£27.96	£20.64	£22.84	£26.34
2kg	£26.94	£29.14	£32.64	£25.02	£27.22	£30.72

Prices in this table include VAT at 20%.

**Available in Post Office® branches only.

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

Royal Mail Special Delivery Guaranteed™ – continued

Royal Mail Special Delivery Guaranteed by 9am®* – On Account

Weight up to and including	Royal Mail Special Delivery Guaranteed by 9am™		
	Compensation for loss or damage		
	Up to £50	Up to £1,000	Up to £2,500
100g	£12.92	£14.75	£17.67
500g	£14.29	£16.12	£19.04
1kg	£15.50	£17.33	£20.25
2kg	£18.88	£20.71	£23.63

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

Royal Mail Special Delivery Guaranteed by 9am® with Saturday Guarantee*

Weight up to and including	Stamps**			Franking†		
	Compensation for loss or damage			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	£21.18	£23.38	£26.88	£19.92	£22.12	£25.62
500g	£23.52	£25.72	£29.22	£22.02	£24.22	£27.72
1kg	£25.26	£27.46	£30.96	£23.64	£25.84	£29.34
2kg	£29.94	£32.14	£35.64	£28.02	£30.22	£33.72

Prices in this table include VAT at 20%.

*On time delivery or your money back – restrictions apply.

**Available in Post Office® branches only.

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

Royal Mail Special Delivery Guaranteed® – continued

Royal Mail Special Delivery Guaranteed by 9am® with Consequential loss

You can pay an additional amount to cover any consequential loss to you or your business in the unlikely event of the late or non-arrival of your item. Prices start from an extra £2.28 (inc. VAT at 20%).

Royal Mail Special Delivery Guaranteed by 9am® Pre-Paid Envelopes

Size	Price
5 x C4 9am envelopes (up to 500g)	£102.60*

The price in this table includes VAT at 20%.

Royal Mail Special Delivery Guaranteed by 1pm® Pre-Paid Envelopes

Size	Price
5 x C5 Special Delivery Guaranteed by 1pm™ envelopes (up to 500g)	£35.75
5 x C4 Special Delivery Guaranteed by 1pm™ envelopes (up to 500g)	£35.75
5 x C3 Special Delivery Guaranteed by 1pm™ envelopes (up to 1kg)	£42.25
5 x Special Delivery Guaranteed by 1pm™ light goods packs (up to 2kg)	£55.00

Prices in this table are exempt from VAT.

Royal Mail Tracked 24® and Royal Mail Tracked 48® – means you know where your goods are, from despatch to their safe arrival into your customers' hands.

The right choice for your business if you:

- want more control for you and your customers
- want a choice of delivery speed – Royal Mail Tracked 24®* or Royal Mail Tracked 48®*
- require a signature or SMS/email delivery option
- would benefit from management information reports
- would like to know where your goods are from despatch to arrival.

*For Royal Mail Tracked 24® we aim to deliver the next working day and for Royal Mail Tracked 48® we aim to deliver the majority of your items within 2 working days.

To find out more or get a quote go to www.royalmail.com/tracked

Royal Mail 24® and Royal Mail 48® – an account service for those who send more than 1,000 Parcels and/or Large Letters per site per annum.

The right choice for your business if you:

- want a choice of delivery speed – Royal Mail 24®* or Royal Mail 48®*
- want to earn savings for the volume of items you send.

*For Royal Mail 24® we aim to deliver the next working day and for Royal Mail 48® we aim to deliver the majority of your items within 2 working days.

Royal Mail 24® and Royal Mail 48®

Format	Weight up to and including	Royal Mail 24®	Royal Mail 48®
		Price	Price
Large Letter	100g	72p	58p
	250g	£1.01	82p
	500g	£1.28	£1.04
	750g	£1.68	£1.37

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

Royal Mail 24® and Royal Mail 48®

Format	Weight up to and including	Royal Mail 24®	Royal Mail 48®
		Price	Price
Parcel	1000g	£2.53	£1.98
	1250g	£2.83	£2.32
	1500g	£3.09	£2.58
	1750g	£3.35	£2.83
	2000g	£3.61	£3.09

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

To see parcel prices above 2kg for Royal Mail 24® go to www.royalmail.com/business-parcel-prices

Royal Mail 24® items have a maximum weight limit of 20kg.
Royal Mail 48® items have a maximum weight limit of 2kg.

To see prices for weights above those quoted please go to www.royalmail.com/business-parcel-prices

Royal Mail 24® and Royal Mail 48® with sorting options – an account service offering discounts if you post over 250 items per day and are willing to sort your items in line with our instructions.

If you are willing to sort your Large Letters:

Format	Weight	Royal Mail 24®	Royal Mail 48®
		Price	Price
Large Letter	0–100g	68p	55p
	101–250g	96p	78p
	251–500g	£1.22	99p
	501–750g	£1.60	£1.30

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

If you are willing to sort your parcels:

Format	Weight	Royal Mail 24®	Royal Mail 48®
		Price	Price
Parcel	0–1000g	£2.45	£1.92
	1001–1250g	£2.75	£2.25
	1251–1500g	£3.00	£2.50
	1501–1750g	£3.25	£2.75
	1751–2000g	£3.50	£3.00

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

Royal Mail 24™ items have a maximum weight limit of 20kg.

Royal Mail 48™ items have a maximum weight limit of 2kg.

To see prices for weights above those quoted please go to www.royalmail.com/business-parcel-prices

1st and 2nd Class Account Mail (Parcels) – service for infrequent senders.

The right choice for your business if you:

- do not frequently send parcels (less than 1,000 per site per annum)
- require a UK wide delivery service
- want a choice of delivery service – 1st Class and 2nd Class.

To find out more go to www.royalmail.com/business-parcel-prices

1st and 2nd Class Account Mail

Format	Weight up to and including	1st Class	2nd Class
		Price	Price
Parcel	1000g	£2.95	£2.55
	2000g	£5.20	N/A
	5000g	£15.85	N/A
	10000g	£21.90	N/A
	20000g	£33.40	N/A

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

Please note items heavier than 1000g cannot be sent 2nd Class.

Royal Mail Special Delivery Guaranteed Returns® – is the safest way to encourage your customers to respond.

The right choice for your business if you:

- need a service that allows your customers to return valuable or urgent items to you and at no extra cost to them
- want the security and speed of Royal Mail Special Delivery Guaranteed by 1pm®
- need the flexibility to have items of all sizes and weights returned to you
- want to be able to track the progress of the item online.

To find out more go to www.royalmail.com/special-delivery-guaranteed-returns

Royal Mail Tracked Returns® – provide your customers with free returns, and build better relationships.

The right choice for your business if you:

- receive more than 1,000 items per year from customers, sent to a single address within the UK
- want to increase customer satisfaction
- need to improve budgeting
- need the flexibility of choosing a 24* or 48* service.

*For Royal Mail Tracked Returns® 24 we aim to deliver the next working day and for Royal Mail Tracked Returns® 48 we aim to deliver the majority of your items within 2 working days.

To find out more go to www.royalmail.com/trackedreturns

Royal Mail Tracked Returns®

Weight up to and including	24	48
1000g	£2.585	£1.966
1250g	£2.885	£2.375
1500g	£3.145	£2.635
1750g	£3.405	£2.885
2000g	£3.665	£3.145

Prices in this table exclude VAT, which is charged at the standard rate, add-ons, additional fees and surcharges where applicable. Tracked Returns™ 48 items have a maximum weight limit of 5kg. These prices may be reviewed for individual customers to take into account average item size, collection location and destination distribution.

Surcharges – may apply to any of our parcels services. Our surcharges are changing, please visit www.royalmail.com/surcharges for the latest information.

Advertising Mail™ – provides flexibility and savings on your direct mail and marketing campaigns.

It is already building many best-known brands’ relationships with customers. With direct marketing campaigns delivering return on investment like never before, it’s time to make it really work for you.

The right choice for your business if you:

- want a reliable medium that enables you to speak directly to customers and measure the effect
- need a service that is ideal for retaining existing customers, as well as acquiring new ones
- are sending over 1,000 Letters or Parcels or 250 Large Letters per day
- can meet our data criteria for mail that is 100% advertising content.

To find out more go to www.royalmail.com/advertising-mail

You can customise Advertising Mail™ to meet your needs by choosing from the following options.

If you do not want to make your mail machine-readable or do any sorting, simply hand your mail over to us and we will do the rest.

Letter: Non-machine-readable, non-sorted options

Format	Weight up to and including	Number of items per sales order [†]			
		1,000-2,499	2,500-9,999	10,000-24,999	25,000+
1st Class	100g	48.3p	47.3p	46.3p	45.3p
2nd Class	100g	31.5p	30.9p	30.2p	29.6p

Prices in this table exclude VAT, which is charged at the standard rate. Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT. Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™. [†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Advertising Mail™ – continued

Large Letter: Non-machine-readable, non-sorted options

Format and Delivery Speed	Weight up to and including	Number of items per sales order [†]			
		250-749	750-1,999	2,000-4,999	5,000+
1st Class	100g	72.9p	71.4p	69.9p	68.5p
	250g	102.4p	100.4p	98.3p	96.2p
	500g	135.9p	133.2p	130.4p	127.7p
	750g	192.1p	188.2p	184.3p	180.4p
2nd Class	100g	54.7p	53.6p	52.4p	51.3p
	250g	79.3p	77.7p	76.1p	74.5p
	500g	106.9p	104.7p	102.5p	100.4p
	750g	152.2p	149.1p	146.0p	142.9p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Letters: Machine-readable options, non-sorted options

Format and Delivery Speed	Option	Weight up to and including	Number of items per sales order [†]			
			1,000-2,499	2,500-9,999	10,000-24,999	25,000+
1st Class	Barcode	100g	41.9p	41.0p	40.2p	39.3p
	OCR	100g	42.2p	41.3p	40.4p	39.6p
	Plus Barcode/Mailmark™ barcode	100g	41.4p	40.5p	39.7p	38.9p
	Plus OCR	100g	41.7p	40.8p	40.0p	39.1p
	Barcode	100g	26.2p	25.7p	25.1p	24.6p
2nd Class	OCR	100g	26.5p	26.0p	25.4p	24.9p
	Plus Barcode/Mailmark™ barcode	100g	25.7p	25.2p	24.7p	24.1p
	Plus OCR	100g	26.0p	25.5p	24.9p	24.4p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Large Letter: Machine-readable options, non-sorted options

Format and Delivery Speed	Option	Weight up to and including	Number of items per sales order [†]			
			250-749	750-1,999	2,000-4,999	5,000+
1st Class	OCR/Plus OCR/Mailmark™ barcode	100g	69.0p	67.6p	66.2p	64.8p
		250g	98.5p	96.5p	94.5p	92.5p
		500g	132.0p	129.3p	126.6p	124.0p
		750g	188.1p	184.3p	180.5p	176.7p
2nd Class	OCR/Plus OCR/Mailmark™ barcode	100g	50.7p	49.7p	48.7p	47.6p
		250g	75.4p	73.8p	72.3p	70.8p
		500g	102.9p	100.8p	98.8p	96.7p
		750g	148.2p	145.2p	142.2p	139.2p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Letters: Low Sort and High Sort options

Delivery Speed	Option	Number of items per day [*]				
		4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+
1st Class	Low Sort Machine-readable Barcode/Mailmark™ barcode	37.5p	36.8p	35.8p	35.3p	35.0p
	Low Sort Machine-readable OCR	38.1p	37.4p	36.4p	35.9p	35.6p
	High Sort Direct	45.0p	44.3p	43.3p	42.8p	42.4p
	High Sort Residue*	46.5p	45.8p	45.3p	45.3p	45.0p
2nd Class	Low Sort Machine-readable Barcode/Mailmark™ barcode	20.9p	20.5p	20.0p	19.7p	19.5p
	Low Sort Machine-readable OCR	21.3p	20.9p	20.3p	20.1p	19.9p
	High Sort Direct	24.5p	24.1p	23.5p	23.3p	23.1p
	High Sort Residue*	25.3p	24.9p	24.6p	24.6p	24.5p
Economy	Low Sort Machine-readable Barcode/Mailmark™ barcode	18.7p	18.3p	17.9p	17.6p	17.4p
	Low Sort Machine-readable OCR	19.0p	18.6p	18.2p	17.9p	17.7p
	High Sort Direct	20.9p	20.6p	20.1p	19.9p	19.7p
	High Sort Residue*	21.6p	21.4p	21.3p	21.2p	21.2p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Letters you can save 0.2p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

Advertising Mail™ – continued

Large Letters: Low Sort and High Sort options

Delivery Speed	Option	Weight up to and including	Number of items per day*				
			1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
1st Class	Low Sort Machine-readable OCR	100g	54.4p	53.8p	53.5p	53.2p	52.5p
		250g	61.7p	61.0p	60.6p	60.3p	59.6p
	Low Sort Machine-readable Mailmark™ barcode	100g	53.3p	52.4p	51.2p	50.6p	50.1p
		250g	60.0p	59.0p	57.6p	56.9p	56.4p
	High Sort Direct	100g	53.3p	52.4p	51.2p	50.6p	50.1p
		250g	60.0p	59.0p	57.6p	56.9p	56.4p
	High Sort Residue*	100g	59.3p	58.4p	57.8p	57.8p	57.5p
		250g	66.8p	65.7p	65.1p	65.1p	64.7p
2nd Class	Low Sort Machine-readable OCR	100g	31.4p	31.1p	30.9p	30.7p	30.4p
		250g	41.9p	41.4p	41.2p	40.9p	40.5p
	Low Sort Machine-readable Mailmark™ barcode	100g	30.9p	30.4p	29.7p	29.3p	29.0p
		250g	41.1p	40.4p	39.5p	39.0p	38.6p
	High Sort Direct	100g	30.9p	30.4p	29.7p	29.3p	29.0p
		250g	41.1p	40.4p	39.5p	39.0p	38.6p
	High Sort Residue*	100g	34.4p	33.8p	33.5p	33.5p	33.3p
		250g	45.7p	45.0p	44.6p	44.6p	44.3p
Economy	Low Sort Machine-readable OCR	100g	27.0p	26.7p	26.6p	26.4p	26.1p
		250g	36.4p	36.0p	35.8p	35.6p	35.1p
	Low Sort Machine-readable Mailmark™ barcode	100g	26.7p	26.2p	25.6p	25.3p	25.1p
		250g	35.8p	35.2p	34.4p	34.0p	33.7p
	High Sort Direct	100g	26.7p	26.2p	25.6p	25.3p	25.1p
		250g	35.8p	35.2p	34.4p	34.0p	33.7p
	High Sort Residue*	100g	29.7p	29.5p	29.4p	29.4p	29.4p
		250g	39.8p	39.6p	39.4p	39.4p	39.4p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 0.3p (ex VAT) per item from the prices in this table. For further details on using trays, please visit

www.royalmail.com/traysavings

Advertising Mail™ – continued

Parcels*: Sorted option

Delivery Speed	Weight up to and including	Number of items per day**				
		1,000-4,999	5,000-7,999	8,000-11,999	12,000-19,999	20,000+
1st Class	750g	£2.223	£2.200	£2.188	£2.165	£2.153
	1000g	£2.280	£2.256	£2.244	£2.220	£2.208
2nd Class	750g	£1.644	£1.626	£1.618	£1.600	£1.592
	1000g	£1.805	£1.786	£1.777	£1.758	£1.748
Economy	750g	£1.501	£1.485	£1.477	£1.462	£1.454
	1000g	£1.786	£1.767	£1.758	£1.739	£1.730

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*Different size limits apply for Parcels. For more details go to our website.

**Direct and Residue prices are the same, however the Residue option will be based on the number of items per mailing, not per day.

Sustainable® Advertising Mail – enables you to reach customers through direct mail, with a focus on the environment.

With Sustainable® Advertising Mail you can keep your green credentials intact. Make the most of this highly versatile and targeted medium, and save money too.

The right choice for your business if you:

- are using direct mail and want your mailings to have a low environmental impact
- can meet the Entry or Intermediate level specifications for Sustainable® Advertising Mail and so qualify for savings on Advertising Mail™
- are posting at least 4,000 Letters or 1,000 Large Letters per day.

You can customise Sustainable® Advertising Mail to meet your needs by choosing from the following options. See over.

To find out more go to www.royalmail.com/sustainable-advertising-mail

Sustainable® Advertising Mail - continued

Letters 1st Class: Low Sort and High Sort options

Delivery Speed and Level	Option	Number of items per day*				
		4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+
1st Class Entry Level	Low Sort Machine-readable Barcode/Mailmark™ barcode	36.8p	36.1p	35.2p	34.7p	34.4p
	Low Sort Machine-readable OCR	37.4p	36.7p	35.8p	35.3p	35.0p
	High Sort Direct	44.3p	43.5p	42.6p	42.1p	41.7p
	High Sort Residue*	45.7p	45.0p	44.5p	44.5p	44.3p
1st Class Intermediate Level	Low Sort Machine-readable Barcode/Mailmark™ barcode	36.0p	35.3p	34.4p	34.0p	33.6p
	Low Sort Machine-readable OCR	36.6p	35.9p	35.0p	34.5p	34.2p
	High Sort Direct	43.3p	42.6p	41.6p	41.1p	40.8p
	High Sort Residue*	44.7p	44.0p	43.5p	43.5p	43.3p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Letters 2nd Class: Low Sort and High Sort options

Delivery Speed and Level	Option	Number of items per day*				
		4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+
2nd Class Entry Level	Low Sort Machine-readable Barcode/Mailmark™ barcode	20.6p	20.2p	19.6p	19.4p	19.2p
	Low Sort Machine-readable OCR	20.9p	20.5p	20.0p	19.7p	19.5p
	High Sort Direct	24.1p	23.7p	23.1p	22.9p	22.7p
	High Sort Residue*	24.9p	24.5p	24.2p	24.2p	24.1p
2nd Class Intermediate Level	Low Sort Machine-readable Barcode/Mailmark™ barcode	20.1p	19.7p	19.2p	19.0p	18.7p
	Low Sort Machine-readable OCR	20.4p	20.0p	19.5p	19.3p	19.1p
	High Sort Direct	23.5p	23.1p	22.6p	22.4p	22.2p
	High Sort Residue*	24.3p	23.9p	23.7p	23.7p	23.5p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Sustainable® Advertising Mail - continued

Letters Economy: Low Sort and High Sort options

Delivery Speed and Level	Option	Number of items per day*				
		4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+
Economy Entry Level	Low Sort Machine-readable Barcode/Mailmark™ barcode	18.4p	18.0p	17.6p	17.3p	17.1p
	Low Sort Machine-readable OCR	18.7p	18.3p	17.9p	17.6p	17.4p
	High Sort Direct	20.6p	20.2p	19.8p	19.6p	19.4p
	High Sort Residue*	21.3p	21.0p	20.9p	20.8p	20.8p
Economy Intermediate Level	Low Sort Machine-readable Barcode/Mailmark™ barcode	18.0p	17.6p	17.2p	16.9p	16.8p
	Low Sort Machine-readable OCR	18.3p	17.9p	17.5p	17.2p	17.1p
	High Sort Direct	20.1p	19.8p	19.3p	19.1p	18.9p
	High Sort Residue*	20.8p	20.6p	20.4p	20.3p	20.3p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Letters you can save 0.2p (ex VAT) per item from the prices on these pages. For further details on using trays, please visit www.royalmail.com/traysavings

Sustainable® Advertising Mail - continued

Large Letters 1st Class: Low Sort and High Sort options

Delivery Speed and Level	Option	Weight up to and including	Number of items per day*				
			1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
1st Class Entry Level	Low Sort Machine-readable OCR	100g	53.1p	52.5p	52.2p	51.9p	51.3p
		250g	60.6p	59.9p	59.6p	59.3p	58.6p
	Low Sort Machine-readable Mailmark™ barcode	100g	52.0p	51.2p	50.0p	49.4p	48.9p
		250g	59.0p	58.0p	56.6p	56.0p	55.4p
	High Sort Direct	100g	52.0p	51.2p	50.0p	49.4p	48.9p
		250g	59.0p	58.0p	56.6p	56.0p	55.4p
	High Sort Residue*	100g	58.2p	57.3p	56.7p	56.7p	56.4p
		250g	65.9p	64.9p	64.2p	64.2p	63.9p
1st Class Intermediate Level	Low Sort Machine-readable OCR	100g	51.9p	51.3p	51.0p	50.7p	50.1p
		250g	59.7p	59.0p	58.7p	58.4p	57.7p
	Low Sort Machine-readable Mailmark™ barcode	100g	50.9p	50.0p	48.9p	48.3p	47.8p
		250g	57.8p	56.8p	55.5p	54.8p	54.3p
	High Sort Direct	100g	50.9p	50.0p	48.9p	48.3p	47.8p
		250g	57.8p	56.8p	55.5p	54.8p	54.3p
	High Sort Residue*	100g	56.8p	55.9p	55.3p	55.3p	55.0p
		250g	65.2p	64.2p	63.6p	63.6p	63.2p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 0.3p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

Sustainable® Advertising Mail - continued

Large Letters 2nd Class: Low Sort and High Sort options

Delivery Speed and Level	Option	Weight up to and including	Number of items per day*				
			1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
2nd Class Entry Level	Low Sort Machine-readable OCR	100g	30.7p	30.3p	30.1p	30.0p	29.6p
		250g	41.1p	40.7p	40.5p	40.2p	39.8p
	Low Sort Machine-readable Mailmark™ barcode	100g	30.1p	29.6p	28.9p	28.6p	28.3p
		250g	40.4p	39.7p	38.8p	38.3p	38.0p
	High Sort Direct	100g	30.1p	29.6p	28.9p	28.6p	28.3p
		250g	40.4p	39.7p	38.8p	38.3p	38.0p
	High Sort Residue*	100g	33.7p	33.2p	32.8p	32.8p	32.7p
		250g	45.1p	44.4p	44.0p	44.0p	43.7p
2nd Class Intermediate Level	Low Sort Machine-readable OCR	100g	30.0p	29.6p	29.5p	29.3p	29.0p
		250g	40.5p	40.1p	39.8p	39.6p	39.2p
	Low Sort Machine-readable Mailmark™ barcode	100g	29.5p	29.0p	28.3p	28.0p	27.7p
		250g	39.6p	38.9p	38.0p	37.6p	37.2p
	High Sort Direct	100g	29.5p	29.0p	28.3p	28.0p	27.7p
		250g	39.6p	38.9p	38.0p	37.6p	37.2p
	High Sort Residue*	100g	32.9p	32.4p	32.0p	32.0p	31.9p
		250g	44.7p	44.0p	43.5p	43.5p	43.3p

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 0.3p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

Sustainable® Advertising Mail - continued

Large Letters Economy: Low Sort and High Sort options

Delivery Speed and Level	Option	Weight up to and including	Number of items per day*				
			1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
Economy Entry Level	Low Sort Machine-readable OCR	100g	26.4p	26.1p	25.9p	25.8p	25.5p
		250g	35.7p	35.3p	35.1p	34.9p	34.6p
	Low Sort Machine-readable Mailmark™ barcode	100g	26.0p	25.6p	25.0p	24.7p	24.5p
		250g	35.2p	34.6p	33.8p	33.4p	33.1p
	High Sort Direct	100g	26.0p	25.6p	25.0p	24.7p	24.5p
		250g	35.2p	34.6p	33.8p	33.4p	33.1p
High Sort Residue*	100g	29.1p	29.0p	28.8p	28.8p	28.8p	
	250g	39.3p	39.1p	38.9p	38.9p	38.9p	
Economy Intermediate Level	Low Sort Machine-readable OCR	100g	25.8p	25.5p	25.3p	25.2p	24.9p
		250g	35.2p	34.8p	34.6p	34.4p	34.0p
	Low Sort Machine-readable Mailmark™ barcode	100g	25.4p	25.0p	24.4p	24.1p	23.9p
		250g	34.5p	33.9p	33.1p	32.7p	32.4p
	High Sort Direct	100g	25.4p	25.0p	24.4p	24.1p	23.9p
		250g	34.5p	33.9p	33.1p	32.7p	32.4p
High Sort Residue*	100g	28.4p	28.2p	28.1p	28.1p	28.1p	
	250g	38.9p	38.7p	38.5p	38.5p	38.5p	

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

Prices in this table exclude the Mailing Standards Levy of 0.2% which is not subject to VAT.

Further details of the Mailing Standards Levy can be found in the specific terms relating to Advertising Mail™.

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 0.3p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

Royal Mail Door to Door® – the action medium.

Royal Mail Door to Door® is our unaddressed leaflet distribution service. Delivered by our trusted network of delivery post people, only Door to Door offers you:

- access to all 29 million UK addresses with prices from just 5p per item
- the flexibility to deliver leaflets, catalogues, samples and more
- free planning and targeting of your distribution to ensure your message reaches the right people
- creative and design support to maximise the impact of your items
- exclusivity – your item won't be sent out with any that have a competing message with yours
- a new Collection Service – meaning we'll come and collect your items from you
- flexible payment options – via account or via debit/credit card.

Door to Door rate card: Quantities up to 200,000 items

Weight up to and including	Up to	Number of items per contract (price per 1,000 items)	
		25,001 - 100,000	100,001 - 200,000
20g	£65.00	£58.50	£54.50
35g*	£69.55	£62.60	£58.32
60g**	£91.00	£81.90	£76.30
80g**	£98.15	£88.34	£82.30
100g**	£114.40	£102.96	£95.92

*No more than 5mm thick. **Greater than 5mm thick.

Our standard rate card covers items weighing up to 100g but we can deliver heavier. Just contact us on **0800 169 1194** and we'll provide a quote for you.

Distributions of over 200,000 items receive volume-related discounts. Each contract over this volume is priced according to the weight and geographic profile of the distribution and the Door to Door team will be able to provide you with an exact price for such distributions.

We also offer a New User rate for a new customer's first distribution.

Door to Door rate card: New User

Weight up to and including	Up to	Number of items per contract (price per 1,000 items)		
		25,001 - 100,000	100,001 - 200,000	200,000+
20g	£59.80	£53.82	£50.14	£47.42
35g	£63.99	£57.59	£53.65	£50.74
60g	£83.72	£75.35	£70.20	£66.39
80g	£90.30	£81.27	£75.71	£71.60
100g	£105.25	£94.72	£88.25	£83.46

New offer rate applicable to brand new customers or customers returning after 18 months.

Door to Door - continued**Door to Door rate card: Heavyweight**

Number of items per contract (price per 1,000 items)			
Weight up to and including	Up to	25,001 - 100,000	100,000+
120g	£139.09	£124.74	£122.44
140g	£153.00	£137.21	£128.23
160g	£167.72	£150.41	£140.56
180g	£181.70	£162.94	£152.28
200g	£197.55	£177.16	£165.56

For items weighing over 200g please contact us on the number below.

There is a minimum charge per contract of £500 plus VAT, but you can spread your contract's distribution and payment dates over a 13 week period.

We want to make your next leaflet campaign as easy to manage as possible. That's why we offer an end-to-end solution to suit your needs.

To discuss how Door to Door can help your business, and to make a booking please contact the Door to Door team between 8.30am and 5.30pm Monday to Friday on **0800 169 1194** or go to **www.royalmail.com/doortodoor**

Business Mail 1st Class and Business Mail – is the perfect solution for your general business correspondence and transactional mail, such as bills, statements or invoices.

Business Mail 1st Class is the right option for businesses or organisations looking to send critical or time-sensitive mail quickly – and get a response just as fast. For items that do not require urgent delivery, Business Mail 2nd Class is the perfect solution.

The right choice for your business if you:

- are sending out general correspondence and transactional mail
- want to reach your customers and build trust and relationships
- want to earn savings for the volume of mail you send or for doing some preparation of your mail.

You can customise Business Mail 1st Class and Business Mail to meet your needs by choosing from the following options.

To find out more go to **www.royalmail.com/business-mail-1** or **www.royalmail.com/business-mail**

If you do not want to make your mail machine-readable or do any sorting, simply hand your mail over to us and we will do the rest.

Letter: Non-machine-readable, non-sorted options

Delivery Speed	Weight up to and including	Number of items per sales order [†]				
		0-999	1,000-2,499	2,500-9,999	10,000-24,999	25,000+
1st Class	100g	49.0p	48.3p	47.3p	46.3p	45.3p
2nd Class	100g	35.0p	34.5p	33.8p	33.1p	32.4p

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

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Large Letter: Non-machine-readable, non-sorted options

Delivery Speed	Weight up to and including	Number of items per sales order [†]				
		0-249	250-749	750-1,999	2,000-4,999	5,000+
1st Class	100g	74.0p	72.9p	71.4p	69.9p	68.5p
	250g	104.0p	102.4p	100.4p	98.3p	96.2p
	500g	138.0p	135.9p	133.2p	130.4p	127.7p
	750g	195.0p	192.1p	188.2p	184.3p	180.4p
2nd Class	100g	60.0p	59.1p	57.9p	56.7p	55.5p
	250g	85.0p	83.7p	82.0p	80.3p	78.6p
	500g	113.0p	111.3p	109.0p	106.8p	104.5p
	750g	159.0p	156.6p	153.4p	150.3p	147.1p

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

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Business Mail 1st Class and Business Mail - continued

Letter: Machine-readable non-sorted options

Delivery Speed	Option	Weight up to and including	Number of items per sales order [†]				
			500-999	1,000-2,499	2,500-9,999	10,000-24,999	25,000+
1st Class	Barcode	100g	42.5p	41.9p	41.0p	40.2p	39.3p
	OCR	100g	42.8p	42.2p	41.3p	40.4p	39.6p
	Plus Barcode/ Mailmark™ barcode	100g	42.0p	41.4p	40.5p	39.7p	38.9p
	Plus OCR	100g	42.3p	41.7p	40.8p	40.0p	39.1p
	Advanced	100g	43.7p	43.0p	42.2p	41.3p	40.4p
2nd Class	Barcode	100g	27.8p	27.4p	26.8p	26.3p	25.7p
	OCR	100g	28.1p	27.7p	27.1p	26.6p	26.0p
	Plus Barcode/ Mailmark™ barcode	100g	27.3p	26.9p	26.3p	25.8p	25.3p
	Plus OCR	100g	27.6p	27.2p	26.6p	26.1p	25.5p
	Advanced	100g	28.7p	28.3p	27.7p	27.1p	26.5p

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

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Large Letter: Machine-readable non-sorted options

Delivery Speed	Option	Weight up to and including	Number of items per sales order [†]			
			250-749	750-1,999	2,000-4,999	5,000+
1st Class	OCR/ Plus OCR/ Mailmark™ barcode	100g	69.0p	67.6p	66.2p	64.8p
		250g	98.5p	96.5p	94.5p	92.5p
		500g	132.0p	129.3p	126.6p	124.0p
		750g	188.1p	184.3p	180.5p	176.7p
2nd Class	OCR/ Plus OCR/ Mailmark™ barcode	100g	55.2p	54.0p	52.9p	51.8p
		250g	79.8p	78.2p	76.5p	74.9p
		500g	107.4p	105.2p	103.0p	100.8p
		750g	152.7p	149.6p	146.5p	143.4p

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

[†]In order to qualify for a price based on number of items, items must be of the same service, class and format, and be contained on a single sales order.

Business Mail 1st Class and Business Mail - continued

Letters: Low Sort and High Sort options

Delivery Speed	Option	Number of items per day [*]						
		4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+		
1st Class	Low Sort Machine-readable Barcode/ Mailmark™ barcode	Low Sort Machine-readable Barcode/ Mailmark™ barcode	37.5p	36.8p	35.8p	35.3p	35.0p	
		Low Sort Machine-readable OCR	38.1p	37.4p	36.4p	35.9p	35.6p	
		High Sort Direct	45.0p	44.3p	43.3p	42.8p	42.4p	
		High Sort Residue*	46.5p	45.8p	45.3p	45.3p	45.0p	
		2nd Class	Low Sort Machine-readable Barcode/ Mailmark™ barcode	25.9p	25.4p	24.8p	24.4p	24.2p
2nd Class	Low Sort Machine-readable OCR	Low Sort Machine-readable OCR	26.3p	25.8p	25.2p	24.9p	24.6p	
		High Sort Direct	31.0p	30.5p	29.8p	29.5p	29.2p	
		High Sort Residue*	32.1p	31.5p	31.2p	31.2p	31.0p	
		Economy	Low Sort Machine-readable Barcode/ Mailmark™ barcode	23.4p	22.9p	22.3p	22.0p	21.8p
		Economy	Low Sort Machine-readable OCR	Low Sort Machine-readable OCR	23.7p	23.3p	22.7p	22.4p
High Sort Direct	26.0p			25.6p	25.0p	24.7p	24.5p	
High Sort Residue*	26.9p			26.6p	26.5p	26.3p	26.3p	

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

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Letters you can save 0.2p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

Business Mail 1st Class and Business Mail - continued

Large Letters: Low Sort and High Sort options

Delivery Speed	Option	Weight up to and including	Number of items per day*				
			1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
1st Class	Low Sort Machine-readable OCR	100g	54.4p	53.8p	53.5p	53.2p	52.5p
		250g	61.7p	61.0p	60.6p	60.3p	59.6p
	Low Sort Machine-readable Mailmark™ barcode	100g	53.3p	52.4p	51.2p	50.6p	50.1p
		250g	60.0p	59.0p	57.6p	56.9p	56.4p
	High Sort Direct	100g	53.3p	52.4p	51.2p	50.6p	50.1p
		250g	60.0p	59.0p	57.6p	56.9p	56.4p
High Sort Residue*	100g	59.3p	58.4p	57.8p	57.8p	57.5p	
	250g	66.8p	65.7p	65.1p	65.1p	64.7p	
2nd Class	Low Sort Machine-readable OCR	100g	38.3p	37.8p	37.6p	37.4p	37.0p
		250g	50.0p	49.4p	49.1p	48.8p	48.3p
	Low Sort Machine-readable Mailmark™ barcode	100g	37.9p	37.3p	36.4p	36.0p	35.6p
		250g	49.3p	48.4p	47.3p	46.8p	46.3p
	High Sort Direct	100g	37.9p	37.3p	36.4p	36.0p	35.6p
		250g	49.3p	48.4p	47.3p	46.8p	46.3p
High Sort Residue*	100g	42.2p	41.5p	41.1p	41.1p	40.9p	
	250g	54.8p	54.0p	53.4p	53.4p	53.1p	
Economy	Low Sort Machine-readable OCR	100g	34.3p	33.9p	33.7p	33.5p	33.1p
		250g	44.3p	43.8p	43.5p	43.3p	42.8p
	Low Sort Machine-readable Mailmark™ barcode	100g	33.9p	33.3p	32.5p	32.1p	31.8p
		250g	43.5p	42.7p	41.7p	41.2p	40.9p
	High Sort Direct	100g	33.9p	33.3p	32.5p	32.1p	31.8p
		250g	43.5p	42.7p	41.7p	41.2p	40.9p
High Sort Residue*	100g	37.7p	37.3p	37.1p	36.9p	36.9p	
	250g	48.4p	47.9p	47.6p	47.4p	47.4p	

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

*The price for Residue is based on the number of items per mailing, not per day.

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 0.3p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

To help you understand how you can benefit from Business Mail 1st Class and Business Mail we have shown a selection of prices, formats and entry levels. To see all Business Mail 1st Class and Business Mail prices including Large Letter prices between 251-750g please go to our website.

Publishing Mail – is our specialist mailing service for publishers and distributors of magazines, journals and newsletters.

The right choice for your business if you:

- publish magazines, newsletters, periodicals or journals with at least one-sixth editorial content
- distribute a minimum of 1,000 items at least twice a year – there is no limit on the amount you can send
- want to earn savings for the volume of mail you send or for doing some preparation of your mail.

You can customise Publishing Mail to meet your needs by choosing from the below options.

To find out more go to www.royalmail.com/publishing-mail

Large Letters: Low Sort and High Sort options

Delivery Speed	Option	Weight up to and including	Number of items per day*				
			1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
1st Class	Low Sort Machine-readable OCR	100g	48.8p	48.2p	48.0p	47.7p	47.2p
		250g	53.2p	52.6p	52.3p	52.0p	51.4p
	Low Sort Machine-readable Mailmark™ barcode	100g	48.0p	47.4p	46.6p	45.8p	45.5p
		250g	52.2p	51.7p	50.8p	49.9p	49.6p
	High Sort Direct	100g	48.0p	47.4p	46.6p	45.8p	45.5p
		250g	52.2p	51.7p	50.8p	49.9p	49.6p
High Sort Residue*	100g	51.7p	51.2p	50.9p	50.6p	50.1p	
	250g	56.3p	55.7p	55.4p	55.1p	54.5p	
2nd Class	Low Sort Machine-readable OCR	100g	34.5p	34.1p	33.9p	33.7p	33.4p
		250g	43.8p	43.3p	43.1p	42.9p	42.4p
	Low Sort Machine-readable Mailmark™ barcode	100g	34.0p	33.6p	33.0p	32.5p	32.3p
		250g	43.3p	42.8p	42.0p	41.3p	41.1p
	High Sort Direct	100g	34.0p	33.6p	33.0p	32.5p	32.3p
		250g	43.3p	42.8p	42.0p	41.3p	41.1p
High Sort Residue*	100g	36.6p	36.3p	36.1p	35.9p	35.5p	
	250g	46.6p	46.1p	45.9p	45.6p	45.1p	

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

*The price for Residue is based on the number of items per mailing, not per day.

Premium – enables you to have later access to our network. For more information go to

www.royalmail.com/publishing-mail

Tray savings: For trayed mailings of Large Letters up to 10mm thick you can save 0.3p (ex VAT) per item from the prices in this table. For further details on using trays, please visit www.royalmail.com/traysavings

To help you understand how you can benefit from Publishing Mail we have shown a selection of prices, formats and entry levels. To see all Publishing Mail prices including large letter prices between 251-750g and all Parcels and A3 Parcels format prices refer to our website.

Business Reply Standard – is our flexible, creative way to increase response rates.

The right choice for your business if you:

- want to make it free and easy for your customers to respond with a pre-printed response
- want to tailor the shape and size of response devices and increase creativity.

To find out more go to www.royalmail.com/standardresponseservices

Business Reply Plus – is our best-value way to increase response rates from your customers.

The right choice for your business if you:

- want to make it free and easy for your customers to respond
- communicate with businesses
- want a response device branded for a professional image
- recognise that more two-way customer communication can lead to more business
- pre-print your response item to ensure that it is machine-readable
- want a choice of 1st or 2nd Class service.

To find out more go to www.royalmail.com/responseservices

Freepost Standard – is a simple and flexible way to encourage a response.

The right choice for your business if you:

- want to make it free and easy for your customers to respond
- want to tailor the shape and size of response devices and increase creativity

To find out more go to www.royalmail.com/standardresponseservices

Freepost Plus – is a cost-effective way to increase response rates from your consumer mailings.

The right choice for your business if you:

- want to make it free and easy for your customers to respond
- recognise that more two-way customer communication can lead to more business
- want a range of response device design options such as a separate card, an envelope or a tear-off card
- pre-print your response item to ensure that it is machine-readable
- want a choice of 1st or 2nd Class service.

To find out more go to www.royalmail.com/responseservices

Business Reply Plus & Freepost Plus

Format	Weight up to and including	1st Class	2nd Class
Letter*	100g	42p	29.5p

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

*Only Letter format items can be sent using Business Reply Plus and Freepost Plus.

Freepost NAME – is our simplest way for your customers to respond.

The right choice for your business if you:

- want to make it free and easy for your customers to respond
- want to build awareness with a simple, highly memorable address that can be used in advertising
- want to enable your customers to handwrite a response without writing an address.

To find out more go to www.royalmail.com/freepostname

Letter and Large Letters

Format	Weight up to and including	Business Reply Standard & Freepost Standard		Freepost NAME
		1st Class	2nd Class	1st Class
Letter	100g	£0.480	£0.355	£0.550
Large Letter	100g	£0.660	£0.545	£0.750
	250g	£0.940	£0.780	£1.030
	500g	£1.280	£1.080	£1.370
	750g	£1.850	£1.540	£1.940

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

Note: The Business Reply Standard and Freepost Standard prices above apply to alpha, alpha numeric and licence barcode styles.

Freepost NAME - continued**Parcels**

Format	Business Reply Standard & Freepost Standard		Freepost NAME
	Weight up to and including	1st Class	2nd Class
Parcel	1000g	£3.080	£2.420
	1250g	£4.897	£3.171
	1500g	£5.544	£4.979
	1750g	£6.353	£5.625
	2000g	£7.046	£6.434
	4000g	£9.529	£7.127
	For each additional 2000g or part thereof add	£3.239	£9.610
		£3.239	

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

Note: The Business Reply Standard and Freepost Standard prices above apply to alpha, alpha numeric and barcode licence styles.

Licence Fee

To use any of our Response Services, you'll need to sign up for the appropriate annual licence. Once you've signed up you'll only pay postage for the replies you receive.

Service	Annual Licence Fee
Business Reply Plus, Freepost Plus, Business Reply Standard and Freepost Standard	£90.00
Freepost NAME	£215.00
Royal Mail Special Delivery Guaranteed™ with Response	£120.00

Prices in this table exclude VAT, which is charged at the standard rate. Please note that a deposit may be required.

Business Collections – have your mail collected to save you time.

The right choice for your business if you:

- need single or regular daily collections from your premises 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.

For more information go to www.royalmail.com/collections

Spend per annum on Royal Mail services less than £15,000	
Type of regular collection	Price per annum
Weekday	£787
Weekday Timed	£1,792
Saturday	£246
Saturday Timed	£479
Additional Floor Fees*	£196
Collection on demand**	Price per collection
Single	£14.58

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 collection times to be mutually agreed with the local collections manager.

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.

*subject to availability

For more information go to www.royalmail.com/timeddelivery

Service	Price per annum
Timed Delivery	£3,495

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

Selectapost – saves you time by delivering mail already sorted by up to 25 departments 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 or your floors.

To find out more go to www.royalmail.com/selectapost

	Price	Price
	If delivered to a single point	If delivered to multiple points
Fixed Annual charge per selection*	£140.00	£140.00
per 1000 Letters	£22.50	£23.50
per 1000 Large Letters	£34.00	£35.00

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

*Annual charge is invoiced quarterly.

Pre-sorted Delivery – if you receive on average 6,000 items or more daily, or need more than 25 departments, Pre-sorted Delivery saves you time by delivering mail already sorted.

The right choice for your business if you:

- want us to sort your company’s incoming mail before it’s delivered, saving you time and freeing up space
- would like the choice of having your mail sorted to more than 25 departments or categories
- are looking for savings efficiency.

If you would like a quote go to www.royalmail.com/psd

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.

For more information go to www.royalmail.com/earlycollect

Service	Price per annum
Early Collect	£3,138

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

Early Extraction – enables you to access your mail at the earliest possible time in the morning.

The right choice for your business if you:

- want to access your mail ahead of normal delivery time – and as early as you need
- would like the chance to process incoming mail sooner
- want the flexibility of a six days a week service.

If you would like a quote go to www.royalmail.com/earlyextraction

PO Box® – provides you with a convenient, professional address.

The right choice for your business if you:

- need an easy-to-remember address
- need to separate certain items from your normal post, for example, responses to a campaign
- need to project the right image with a discreet address on your packaging.

To find out more go to www.royalmail.com/pobox

Service Type	Price
PO Box Collect	
6 months	£119.08
1 year	£209.81
PO Box Delivery	
6 months	£141.76
1 year	£260.84
PO Box with Transfer of Normal Address Mail	
6 months	£170.12
1 year	£311.88
Locked Box	
1 year	£298.99

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

Business 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
- want us to 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.

To find out more go to www.royalmail.com/keepsafe

Business Keepsafe	Price
66 days at any time	£47.40

Prices in this table are exempt from VAT.

N.B. We require five days to process your Keepsafe application and set up the service.

Business Redirection – ensures you’re still receiving mail when you move premises.

The right choice for your business if you:

- are moving premises but want to continue to receive mail sent to your former address. With a Redirection, your mail will follow you to your new address, even if the move is only temporary, both within the UK or abroad
- want us to redirect your mail for up to two years (or six months for PO Box® addresses).

To find out more go to www.royalmail.com/redirection

Business			
Duration	UK VAT Exempt	EU Inc VAT	Non EU Zero rated
Up to 1 year	£350	£490	£430
Up to 6 months	£195	£285	£255
Up to 3 months	£120	£185	£175

N.B. We require five days to process your Redirection application and set up the service. We cannot redirect mail from an address you share with other organisations where you do not have a dedicated mail delivery. You may be able to use the Royal Mail Diversion service as an alternative

Diversion – ensures you continue to receive mail when part of your business relocates.

The right choice for your business if:

- only part of your company is relocating. So if you don’t want all your mail sent to your new address, our Diversion service ensures that your relocated department gets all the right mail.

To find out more go to www.royalmail.com/diversion

Duration	Price
Up to 1 year	£1,950
Up to 6 months	£1,050
Up to 3 months	£600

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

Local Collect® – gives your customers the choice to have their packages sent to their local Post Office® branch

The right choice for your business if you:

- want to offer your customers a greater choice of delivery options
- want to ensure a sale by providing extra convenience for your customers.

To find out more go to www.royalmail.com/localcollect

Service	Price per item
Local Collect®	50p

The price in this table excludes VAT, which is charged at the standard rate.

Admail – is our redirection service for direct response advertisers, enabling you to receive orders and enquiries at a different address from the one used in your promotional material or advertising.

Duration	Price
30 days	£170
60 days	£280
90 days	£370
180 days	£630
1 year	£940

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

Posting Cheque administration charge – is the administration fee for processing posting cheques.

To find out more go to www.royalmail.com/postingcheques

Service	Price
Paper Posting Cheques	£10

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

Private Posting Box – enables you to have a posting box on your site, providing a convenient way for your customers to post mail.

Service	Price per year
Private Posting Box – collection fee	£787

The price in this table excludes VAT, which is charged at the standard rate.

Royal Mail administration fee for collection of HMRC charges – is applied when we process the Customs VAT/Duty on goods coming into the UK.

Service	Price per item
Royal Mail handling fee	£8.00

VAT is not applicable to this fee.

Royal Mail Pouch Services – enables you to send mail between your branches overnight.

To find out more go to www.royalmail.com/pouchservices

Weight of pouch	Price of pouch	Number of sites	Prices per site
350-500g	£2.66	0-50	£131
501-1000g	£2.66	51-100	£95
1001-2000g	£3.76	101-500	£67
2001-5000g	£9.74	501-1000	£27
5001-10000g	£14.78	1001-1500*	£22

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

*The maximum number of sites for Royal Mail Pouch services is 1500.

Rural Newspaper Delivery – is a newspaper distribution service on behalf of newspaper distribution companies, newsagents and other outlets to customers located in remote areas.

Service	Price
Per Week	£1.65
Monthly (Delivery Charge)	£7.15
Monthly (Collection Charge)	£6.03

The price in this table excludes VAT, which is charged at the standard rate.

Royal Mail Safebox® – is an easy-to-use, all-in-one secure package for anyone wishing to send specimens.

To find out more go to www.royalmail.com/safebox

Service	Price
48 x 1st Class cartons	£288
12 x 1st Class cartons	£75
48 x Special Delivery Guaranteed cartons	£481
12 x Special Delivery Guaranteed cartons	£124

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

International Standard – is a reliable, cost-effective way to send items abroad.

The right choice for your business if you:

- need to get your item delivered to anybody, almost anywhere in the world
- want to send postcards or letters, small parcels or printed papers
- want free returns if mail is undelivered.

Letters up to 100g*

Weight up to and including	Europe		World Zones 1 & 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
20g	97p	85p	£1.28	£1.17
60g	£1.47	£1.33	£2.15	£1.94
100g	£2.35	£2.05	£3.48	£3.14

Prices are exempt from VAT.
Inclusive compensation up to £20.

Small Parcels up to 100g*

Weight up to and including	Europe		World Zone 1		World Zone 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
100g	£3.20	£2.90	£3.80	£3.45	£4.00	£3.65

Prices are exempt from VAT.
Inclusive compensation up to £20.

Small Parcels and Printed Papers over 100g*

Weight up to and including	Europe		World Zone 1		World Zone 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
250g	£3.70	£3.35	£4.75	£4.40	£5.05	£4.60
500g	£5.15	£4.70	£7.45	£6.85	£7.90	£7.25
750g	£6.60	£6.05	£10.15	£9.30	£10.75	£9.90
1kg	£8.05	£7.40	£12.85	£11.75	£13.60	£12.55
1.25kg	£9.50	£8.75	£15.55	£14.20	£16.45	£15.20
1.5kg	£10.95	£10.10	£18.25	£16.65	£19.30	£17.85
1.75kg	£12.40	£11.45	£20.95	£19.10	£22.15	£20.50
2kg	£13.85	£12.80	£23.65	£21.55	£25.00	£23.15
Printed Papers[†] only						
Each additional 250g or part thereof up to 5kg add	£1.45	£1.35	£2.70	£2.45	£2.85	£2.65

Prices are exempt from VAT.
Inclusive compensation up to £20.

[†]Only books up to 5kg can be sent to the Republic of Ireland.
Maximum weight for printed papers is 2kg to Canada and Cambodia.

*For information on what can be sent go to www.royalmail.com/international

International Economy – ideal for sending heavier items when economy is more important than speed.

The right choice for your business if you:

- need an economical alternative to International Standard for sending items abroad
- don't need your items to arrive in a hurry.

To find out more go to www.royalmail.com/international

Letters up to 100g* (outside Europe only)

Weight up to and including	Price
20g	81p
60g	£1.43
100g	£2.02

Prices are exempt from VAT.
Inclusive compensation up to £20.

Small Parcels up to 100g*

Weight up to and including	Price
100g	£2.80

Prices are exempt from VAT.
Inclusive compensation up to £20.

Small Parcels and Printed Papers over 100g*

Weight up to and including	Price
250g	£3.65
500g	£5.10
750g	£6.55
1kg	£8.00
1.25kg	£9.45
1.5kg	£10.90
1.75kg	£12.35
2kg	£13.80
Printed Papers[†] only	
Each additional 250g or part thereof up to 5kg add £1.45	

Prices are exempt from VAT.
Inclusive compensation up to £20.

[†]Only books up to 5kg can be sent to the Republic of Ireland.
Maximum weight for printed papers is 2kg to Canada and Cambodia.

*For information on what can be sent go to www.royalmail.com/international

International Tracked & Signed – provides full end to end tracking and a signature taken on delivery.

The right choice for your business if you:

- want full tracking in the UK and overseas
- need a signature taken on delivery with online delivery confirmation
- would like compensation included for loss or damage, with the option of compensation up to £250.

Letters up to 100g*

Weight up to and including	Europe		World Zones 1 & 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
20g	£5.97	5.85	£6.28	£6.17
60g	£6.47	£6.33	£7.15	£6.94
100g	£7.35	£7.05	£8.48	£8.14

Prices are exempt from VAT.
Inclusive compensation up to £50.
For compensation of up to £250 add £2.50 to the prices in this table.

Small Parcels up to 100g*

Weight up to and including	Europe		World Zone 1		World Zone 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
100g	£8.20	£7.90	£8.80	£8.45	£9.00	£8.65

Prices are exempt from VAT.
Inclusive compensation up to £50.
For compensation of up to £250 add £2.50 to the prices in this table.

Small Parcels and Printed Papers over 100g*

Weight up to and including	Europe		World Zone 1		World Zone 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
250g	£8.70	£8.35	£9.75	£9.40	£10.05	£9.60
500g	£10.15	£9.70	£12.45	£11.85	£12.90	£12.25
750g	£11.60	£11.05	£15.15	£14.30	£15.75	£14.90
1kg	£13.05	£12.40	£17.85	£16.75	£18.60	£17.55
1.25kg	£14.50	£13.75	£20.55	£19.20	£21.45	£20.20
1.5kg	£15.95	£15.10	£23.25	£21.65	£24.30	£22.85
1.75kg	£17.40	£16.45	£25.95	£24.10	£27.15	£25.50
2kg	£18.85	£17.80	£28.65	£26.55	£30.00	£28.15
Printed Papers[†] only						
Each additional 250g or part thereof up to 5kg add	£1.45	£1.35	£2.70	£2.45	£2.85	£2.65

Prices are exempt from VAT.
Inclusive compensation up to £50.
For compensation of up to £250 add £2.50 to the prices in this table.

[†]Only books up to 5kg can be sent to the Republic of Ireland.
Maximum weight for printed papers is 2kg to Canada and Cambodia.

*For information on what can be sent go to www.royalmail.com/international

International Tracked – combines full end to end tracking with online confirmation of delivery.

The right choice for your business if you:

- want priority handling both in the UK and overseas
- need to track your item and get online confirmation of delivery
- would like compensation included for loss or damage, with the option of compensation up to £250.

Letters up to 100g*

Weight up to and including	EU Letters	
	Stamps/ Online	Franking/ Account
20g	£7.16	£7.02
60g	£7.76	£7.60
100g	£8.82	£8.46

Prices include VAT at 20%.
Inclusive compensation up to £50.
For compensation of up to £250 add £3.00 to the prices in this table.

Weight up to and including	Non EU		World Zones 1 & 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
20g	£5.97	£5.85	£6.28	£6.17
60g	£6.47	£6.33	£7.15	£6.94
100g	£7.35	£7.05	£8.48	£8.14

Prices are zero rated for VAT.
Inclusive compensation up to £50.
For compensation of up to £250 add £2.50 to the prices in this table.

Small Parcels up to 100g*

Weight up to and including	EU Small Parcels	
	Stamps/ Online	Franking/ Account
100g	£9.84	£9.48

Prices include VAT at 20%.
Inclusive compensation up to £50.
For compensation of up to £250 add £3.00 to the prices in this table.

Weight up to and including	Non EU		World Zone 1		World Zone 2	
	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
100g	£8.20	£7.90	£8.80	£8.45	£9.00	£8.65

Prices are zero rated for VAT.
Inclusive compensation up to £50.
For compensation of up to £250 add £2.50 to the prices in this table.

*For information on what can be sent go to www.royalmail.com/international

International Tracked – continued

Small Parcels and Printed Papers over 100g*

EU Small Parcels and Printed Papers		
Weight up to and including	Stamps/ Online	Franking/ Account
250g	£10.44	£10.02
500g	£12.18	£11.64
750g	£13.92	£13.26
1kg	£15.66	£14.88
1.25kg	£17.40	£16.50
1.5kg	£19.14	£18.12
1.75kg	£20.88	£19.74
2kg	£22.62	£21.36
Printed Papers [†] only		
Each additional 250g or part thereof up to 5kg add	£1.74	£1.62

Prices include VAT at 20%.

Inclusive compensation up to £50.

For compensation of up to £250 add £3.00 to the prices in this table.

[†]Only books up to 5kg can be sent to the Republic of Ireland.

Maximum weight for Printed Papers is 2kg to Canada and Cambodia.

	Non EU		World Zone 1		World Zone 2	
Weight up to and including	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
250g	£8.70	£8.35	£9.75	£9.40	£10.05	£9.60
500g	£10.15	£9.70	£12.45	£11.85	£12.90	£12.25
750g	£11.60	£11.05	£15.15	£14.30	£15.75	£14.90
1kg	£13.05	£12.40	£17.85	£16.75	£18.60	£17.55
1.25kg	£14.50	£13.75	£20.55	£19.20	£21.45	£20.20
1.5kg	£15.95	£15.10	£23.25	£21.65	£24.30	£22.85
1.75kg	£17.40	£16.45	£25.95	£24.10	£27.15	£25.50
2kg	£18.85	£17.80	£28.65	£26.55	£30.00	£28.15
Printed Papers [†] only						
Each additional 250g or part thereof up to 5kg add	£1.45	£1.35	£2.70	£2.45	£2.85	£2.65

Prices are zero rated for VAT.

Inclusive compensation up to £50.

For compensation of up to £250 add £2.50 to the prices in this table.

[†]Only books up to 5kg can be sent to the Republic of Ireland.

Maximum weight for Printed Papers is 2kg to Canada and Cambodia.

*For information on what can be sent go to www.royalmail.com/international

International Signed – provides the reassurance of a signature taken on delivery.

The right choice for your business if you:

- want tracking in the UK and a signature on delivery
- would like to send the item almost anywhere in the world
- would like compensation included for loss or damage, with the option of compensation up to £250.

Letters up to 100g*

	Europe		World Zones 1 & 2	
Weight up to and including	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
20g	£5.97	£5.85	£6.28	£6.17
60g	£6.47	£6.33	£7.15	£6.94
100g	£7.35	£7.05	£8.48	£8.14

Prices are exempt from VAT.

Inclusive compensation up to £50.

For compensation of up to £250 add £2.50 to the prices in this table.

Small Parcels up to 100g*

	Europe		World Zone 1		World Zone 2	
Weight up to and including	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
100g	£8.20	£7.90	£8.80	£8.45	£9.00	£8.65

Prices are exempt from VAT.

Inclusive compensation up to £50.

For compensation of up to £250 add £2.50 to the prices in this table.

Small Parcels and Printed Papers over 100g*

	Europe		World Zone 1		World Zone 2	
Weight up to and including	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account	Stamps/ Online	Franking/ Account
250g	£8.70	£8.35	£9.75	£9.40	£10.05	£9.60
500g	£10.15	£9.70	£12.45	£11.85	£12.90	£12.25
750g	£11.60	£11.05	£15.15	£14.30	£15.75	£14.90
1kg	£13.05	£12.40	£17.85	£16.75	£18.60	£17.55
1.25kg	£14.50	£13.75	£20.55	£19.20	£21.45	£20.20
1.5kg	£15.95	£15.10	£23.25	£21.65	£24.30	£22.85
1.75kg	£17.40	£16.45	£25.95	£24.10	£27.15	£25.50
2kg	£18.85	£17.80	£28.65	£26.55	£30.00	£28.15
Printed Papers [†] only						
Each additional 250g or part thereof up to 5kg add	£1.45	£1.35	£2.70	£2.45	£2.85	£2.65

Prices are exempt from VAT.

Inclusive compensation up to £50.

For compensation of up to £250 add £2.50 to the prices in this table.

[†]Only books up to 5kg can be sent to the Republic of Ireland.

Maximum weight for Printed Papers is 2kg to Canada and Cambodia.

*For information on what can be sent go to www.royalmail.com/international

