



Advertising Mail Rate card

Royal Mail Advertising Mail®
(including Sustainable®)

January 2019

Helping your business thrive and prosper

In a digital world, consumers place a high value on mail. We believe in the power of 1 to 1 communications to build customer relationships. Technology has transformed communications, but the core strengths of mail have endured and in some cases grown even stronger. Mail helps you connect with your customers and attract new customers in a way that few other channels can, especially when combined with digital.

Royal Mail is the UK's designated Universal Postal Service Provider, supporting customers, businesses and communities across the country. We are the only company that has the capability to deliver a 'one-price-goes-anywhere', six-days-a-week service on a range of letters and parcels to more than 29 million addresses across the UK.

Online Price Calculator

Use our online price calculator to find the best options for your mailing. There's also a downloadable excel version.

royalmailtechnical.com/calculator

For prices that are changing in January 2019 please visit: royalmail.com/prices2019. For all other prices visit royalmail.com/current-postage-prices

From 2 January 2019 prices in this rate card can be found at royalmail.com/advertising-mail

Although correct at the time this price guide was produced (November 2018), postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.

Up-to-date information may be obtained by visiting royalmail.com

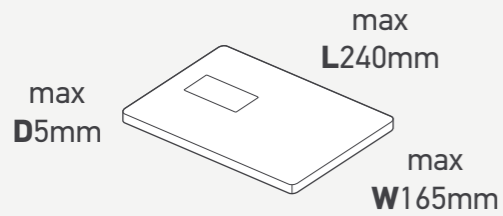
Contents

Know your formats	4
<hr/>	
Royal Mail Advertising Mail® Rate Card	
<hr/>	
Unsorted Full prices and per gram increments	5
Low Sort: Full prices and per gram increments	8
Calculating the price of your mailing	10
High Sort: Full prices and per gram increments	11
Calculating the price of your mailing	15
<hr/>	
Sustainable® Advertising Mail Rate Card	
<hr/>	
Entry Level pricing structure	16
Intermediate Level pricing structure	17
Calculating the price of your mailing	18
<hr/>	
Adjustment Charges	19
<hr/>	

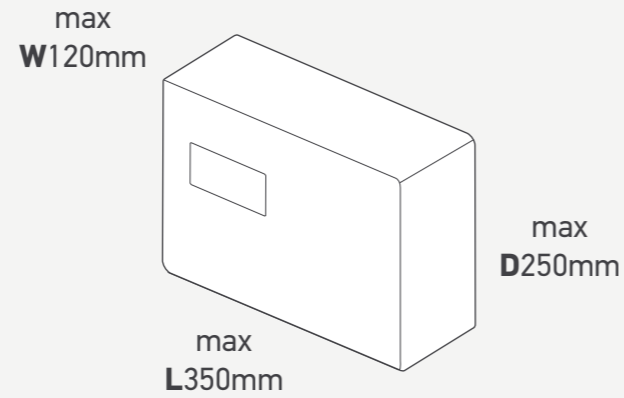
Know your formats

Here are the formats we use to work out the postage. Each format has its own size and weight limits. The illustrations below will help you work out which format your item will fall into.

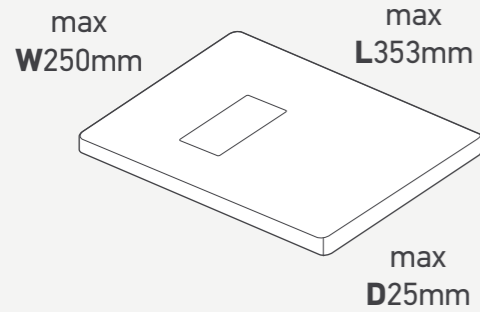
Letter Up to 100g



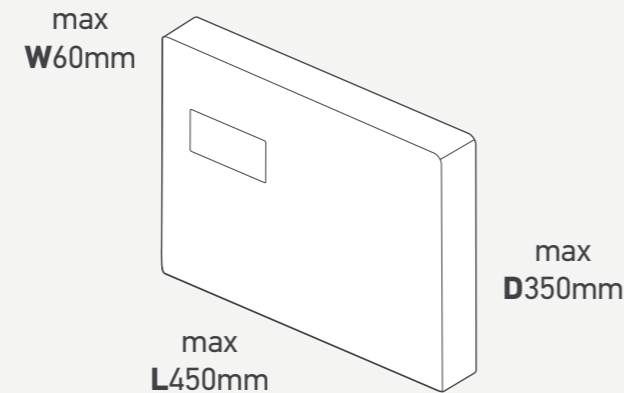
Parcel - 'Shoebox' Up to 2kg



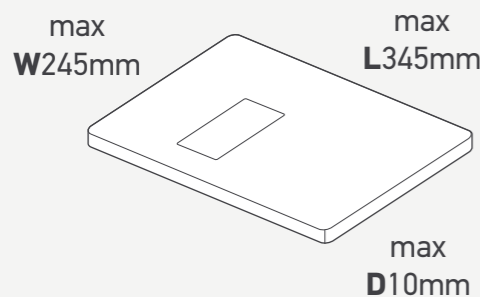
Large Letter Up to 750g



Parcel - 'Board Game' Up to 2kg



Large Letter - machine readable Up to 750g



Advertising Mail

Unsorted

Table 1 – Letter: Standard unsorted options

Delivery Speed	Option	Product Code	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	Standard	CLN	100g	61.8p	60.6p	59.3p	58.1p
	Account ^{††}	UNC	100g	58.4p	57.2p	56.0p	54.9p
2nd Class	Standard	CLN	100g	37.3p	36.6p	35.8p	35.0p
	Account ^{††}	UND	100g	36.3p	35.6p	34.9p	34.1p

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.

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

^{††}A Barcode is required for the Account options. For further information visit royalmail.com/barcodesavings

Unsorted

Table 2 – Letter: Machine-readable unsorted options

Delivery Speed	Option	Product Code	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	Advanced	UNK	100g	49.1p	48.1p	47.1p	46.1p
	Mailmark	EBT	100g	47.8p	46.8p	45.8p	44.8p
	OCR	CLF	100g	50.9p	49.8p	48.8p	47.7p
2nd Class	Advanced	UNL	100g	29.2p	28.6p	28.0p	27.4p
	Mailmark	EBU	100g	28.6p	28.0p	27.4p	26.8p
	OCR	CLH	100g	30.0p	29.3p	28.7p	28.1p

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.

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

Advertising Mail

Unsorted

Table 3 – Large Letter: Standard unsorted options

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per sales order [†]			
				250-749	750-1999	2000-4999	5000+
1st Class	Standard	CLN	100g	94.8p	92.8p	90.9p	89.0p
			250g	131.0p	128.3p	125.7p	123.0p
			500g	166.5p	163.1p	159.7p	156.3p
			750g	233.4p	228.7p	224.0p	219.2p
	Account ^{††}	UNC	100g	92.6p	90.7p	88.8p	87.0p
			250g	128.1p	125.5p	122.9p	120.3p
			500g	162.5p	159.2p	155.9p	152.6p
			750g	229.5p	224.8p	220.2p	215.5p
2nd Class	Standard	CLN	100g	65.6p	64.3p	62.9p	61.6p
			250g	93.6p	91.7p	89.8p	87.9p
			500g	121.2p	118.7p	116.2p	113.8p
			750g	172.4p	168.9p	165.4p	161.9p
	Account ^{††}	UND	100g	63.0p	61.8p	60.5p	59.2p
			250g	90.6p	88.8p	86.9p	85.1p
			500g	119.9p	117.4p	115.0p	112.6p
			750g	171.6p	168.1p	164.6p	161.1p

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

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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.

Mailings of less than 250 items may be refused or charged at a higher rate.

^{††}Barcode savings. A barcode is required for the Account options. For further information visit royalmail.com/barcodesavings

Advertising Mail

Unsorted

Table 4 – Large Letter: Machine-readable unsorted options

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per sales order [†]					
				1-249	250-749	750-1,999	2,000-4,999	5,000+	
1st Class	Mailmark	EBT	100g	94.0p	81.1p	79.3p	77.6p	75.9p	
			250g	130.0p	112.1p	109.6p	107.4p	105.0p	
			500g	172.0p	148.3p	145.1p	142.1p	138.9p	
			750g	245.0p	211.3p	206.6p	202.3p	197.8p	
	Advanced	UNK	100g	94.0p	83.4p	81.4p	79.8p	78.0p	
			250g	130.0p	115.3p	112.6p	110.4p	107.9p	
			500g	168.0p	149.0p	145.6p	142.6p	139.4p	
			750g	239.0p	211.9p	207.1p	202.9p	198.3p	
	OCR	CLF	100g	n/a	85.5p	83.6p	81.9p	80.0p	
			250g	n/a	121.8p	119.2p	116.7p	114.1p	
			500g	n/a	158.2p	154.7p	151.5p	148.1p	
			750g	n/a	224.0p	219.1p	214.5p	209.8p	
	2nd Class	Mailmark	EBU	100g	64.0p	58.9p	57.7p	56.5p	55.2p
				250g	92.0p	84.7p	82.9p	81.2p	79.4p
				500g	121.7p	112.1p	109.6p	107.4p	105.0p
				750g	174.2p	160.5p	156.9p	153.7p	150.2p
Advanced		UNL	100g	64.0p	62.6p	61.4p	60.1p	58.8p	
			250g	92.0p	90.1p	88.2p	86.4p	84.6p	
			500g	121.7p	119.1p	116.7p	114.3p	111.9p	
			750g	174.2p	170.5p	167.1p	163.6p	160.1p	
OCR		CLH	100g	n/a	64.0p	62.6p	61.3p	59.9p	
			250g	n/a	90.2p	88.2p	86.4p	84.5p	
			500g	n/a	117.6p	115.0p	112.6p	110.1p	
			750g	n/a	169.0p	165.3p	161.9p	158.2p	

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.

Mailings of less than 250 OCR items may be refused or charged at a higher price.

Advertising Mail

Low Sort

Table 1 – Full prices and per gram increments

Format	Weight	1st Class		2nd Class		Economy	
		Full Price	Per Gram Increment	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Letter Mailmark	0-100g	58.6p	n/a	29.2p	n/a	26.2p	n/a
Letter OCR	0-100g	58.8p	n/a	29.2p	n/a	26.3p	n/a
Large Letter OCR	0-100g	75.2p	n/a	38.7p	n/a	33.4p	n/a
	101-250g	85.4p	n/a	51.7p	n/a	45.1p	n/a
	251-750g	85.6p	0.2434p	51.7p	0.1297p	45.1p	0.1290p
Large Letter Mailmark	0-100g	74.1p	n/a	38.3p	n/a	33.1p	n/a
	101-250g	83.6p	n/a	51.1p	n/a	44.6p	n/a
	251-750g	83.7p	0.2239p	51.4p	0.1277p	44.7p	0.1255p

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

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

Low Sort

Table 2 – Sortation and machine-readable discount

	Weight	1st Class	2nd Class	Economy
		Direct Items	Direct Items	Direct Items
Letter OCR	0-100g	19.76%	19.97%	20.05%
Letter Mailmark	0-100g	22.72%	22.88%	22.98%
Large Letter OCR	0-100g	10.50%	10.57%	10.40%
	101-250g	10.60%	10.45%	10.51%
	251-750g	11.00%	10.39%	10.49%
Large Letter Mailmark	0-100g	13.90%	13.91%	14.01%
	101-250g	13.95%	13.75%	14.01%
	251-750g	13.50%	13.92%	13.90%

Advertising Mail

Low Sort

Table 3 – Volume Related Discount*

Format	Number of Direct Items	1st Class	2nd Class	Economy
Letter	4,000-19,999	0.00%	0.00%	0.00%
	20,000-39,999	1.50%	1.50%	1.50%
	40,000-79,999	3.50%	3.50%	3.50%
	80,000-119,999	4.50%	4.50%	4.50%
	120,000 +	5.30%	5.30%	5.30%
Large Letter OCR	1,000-9,999	0.00%	0.00%	0.00%
	10,000-19,999	1.00%	1.00%	1.00%
	20,000-39,999	1.50%	1.50%	1.50%
	40,000-59,999	2.00%	2.00%	2.00%
	60,000 +	3.00%	3.00%	3.00%
Large Letter Mailmark	1,000 – 9,999	0.00%	0.00%	0.00%
	10,000 – 19,999	1.50%	1.50%	1.50%
	20,000 – 39,999	3.50%	3.50%	3.50%
	40,000 – 59,999	4.50%	4.50%	4.50%
	60,000 +	5.30%	5.30%	5.30%

*Volume Related Discounts for Direct items are based on total daily volumes over multiple sales order lines providing all items are posted on the same day; posted from the same posting location (site); posted via the same product and format, and only apply to Direct items (Residue items are not counted towards the calculation).

Please note when you are making a Low Sort posting and have the option on OBA to enter the volume as either Directs or Residues please select the Direct option. While there is only one sorting option available, to ensure that the correct discounts are applied please enter the items as 'directs'.

Mailings of less than 4,000 Letters or 1,000 Large Letters may be charged at a higher rate.

Low Sort

Table 4 – Trayed Mail Savings

	Saving per item
Low Sort Letters	0.30p
Low Sort Large Letters (up to 10mm thick)	0.90p

Discounts apply after all other discounts (VRDs, sortation etc) are applied but before mailing standard levy and VAT.

Advertising Mail

Calculating the price of your mailing

Step 1: Find the full price for the items you are mailing from Table 1. If the item is Large Letter format and weighs more than 250g, then an incremental price should be added to the full price based on the exact weight of the item. The incremental price is calculated as the incremental weight in grams above 250g multiplied by the gram price increment. The result is rounded to the nearest 1/10th of a penny.

Step 2: Identify the appropriate sortation and machine-readable discount from Table 2.

Step 3: Add to the sortation and machine-readable discount the applicable Volume Related Discount (VRD) from Table 3.

Step 4: Apply the aggregate discount percentage to the full price to calculate the item price.

Step 5: Multiply the item price by the number of items to calculate the total transaction price excluding VAT and Mailing Standards Levy.

Worked example

A Low Sort Economy posting of 102,000 Letters Mailmark weighing 80g each.

Step 1: The full price for a Low Sort Economy option 80g Letter = 26.2p from Table 1.

Step 2: Sortation and machine-readable discount for Low Sort Letter Mailmark = 22.98% from Table 2.

Step 3: VRD from Table 3 = 4.5%, added to the sortation and machine-readable discount of 22.98% gives total aggregate discount of 27.48%.

Step 4: Price per item = $26.2p \times (100\% - 27.48\%) = 19.0002p$.

Step 5: Total price of mailing = $(19.0002p \times 102,000) / 100 = \text{£}19,380.24$ (excluding VAT and Mailing Standards Levy).

Trayed Mail Savings:

Low Sort Letter mailings presented in trays will save 0.3p per item from Table 4 = $(0.3p \times 102,000) / 100 = \text{£}306.0$ (excluding VAT and Mailing Standards Levy).

Total tray price of mailing = $\text{£}19,380.24 - \text{£}306.0 = \text{£}19,074.24$ (excluding VAT and Mailing Standards Levy).

Advertising Mail

High Sort

Table 1 – Full prices and per gram increments

Format	Weight	1st Class		2nd Class		Economy	
		Full Price	Per Gram Increment	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Product Code		AUX		AV1		AV4	
Letter	0-100g	61.2p	n/a	29.5p	n/a	25.3p	n/a
Large Letter	0-100g	76.4p	n/a	38.6p	n/a	33.4p	n/a
	101-250g	86.0p	n/a	51.9p	n/a	45.2p	n/a
	251-750g	86.2p	0.2285p	52.1p	0.1285p	45.3p	0.1271p
Parcel	0-750g	268.1p	n/a	198.6p	n/a	180.9p	n/a
	751-1000g	275.8p	n/a	218.5p	n/a	216.2p	n/a
	1001-2000g	290.0p	0.0900p	218.5p	0.0500p	216.2p	0.0500p

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

High Sort

Table 2 – Sortation Discounts

Format		1st Class		2nd Class		Economy	
		Direct Items	Residue Items	Direct Items	Residue Items	Direct Items	Residue Items
Letter	0-100g	8.55%	6.10%	8.80%	6.35%	8.80%	6.38%
Large Letter	0-100g	13.30%	3.25%	12.85%	2.73%	12.92%	2.85%
	101-250g	13.00%	3.00%	12.95%	2.87%	13.03%	3.00%
	251-750g	12.20%	2.25%	12.88%	2.91%	12.99%	3.09%
Parcel	0-750g	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
	751-1000g	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
	1001-2000g	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

Advertising Mail

High Sort

Aggregating volumes on Direct selections to achieve and maximise Volume Related Discounts:

In order to reach the VRD threshold on any given posting day, and to maximise the level of VRD obtainable, you can aggregate volumes on Direct selections in 2 ways:

1. You can combine a number of the same product / service level mailings onto one confirmed sales order. You will need to show in the comments field all the job reference numbers or part jobs included on that confirmed sales order. If you do this and then have multiple entries on a single confirmed sales order you must link the individual lines with the appropriate Customer Reference Number (CRN) to maximise your Volume Related Discount.
2. If you are unable to show all mailings for one day on a single confirmed sales order (usually because mailings are at different times) you must put the same Customer Reference Number (CRN) on each confirmed sales order and against each multiple entry. It is not possible to aggregate different sales orders posted on the same day for any unsorted products (Business Mail, Advertising Mail and Business Mail Advance).

Any applicable VRDs are calculated at the time you confirm your sales order and will be reflected on the invoice for that date of posting.

High Sort

Table 3 – Volume Related Discounts for Direct*

Format	Number of Direct Items	1st Class	2nd Class	Economy
		Direct Items	Direct Items	Direct Items
Letter	4,000 - 19,999	0.00%	0.00%	0.00%
	20,000 - 39,999	1.50%	1.50%	1.50%
	40,000 - 79,999	3.50%	3.50%	3.50%
	80,000 - 119,999	4.50%	4.50%	4.50%
	120,000+	5.30%	5.30%	5.30%
Large Letter	1,000 - 9,999	0.00%	0.00%	0.00%
	10,000 - 19,999	1.50%	1.50%	1.50%
	20,000 - 39,999	3.50%	3.50%	3.50%
	40,000 - 59,999	4.50%	4.50%	4.50%
	60,000+	5.30%	5.30%	5.30%
Parcel	0 - 4,999	0.00%	0.00%	0.00%
	5,000 - 7,999	1.00%	1.00%	1.00%
	8,000 - 11,999	1.50%	1.50%	1.50%
	12,000 - 19,999	2.50%	2.50%	2.50%
	20,000+	3.00%	3.00%	3.00%

*Volume Related Discounts for Direct items are based on total daily volumes over multiple sales order lines providing all items are posted on the same day; posted from the same posting location (site); posted via the same product and format, and only apply to Direct items (Residue items are not counted towards the calculation).

Advertising Mail

High Sort

Table 4 – Volume Related Discounts for Residue*

Format	Number of Direct Items	1st Class	2nd Class	Economy
		Residue Items	Residue Items	Residue Items
Letter	4,000 - 19,999	0.00%	0.00%	0.00%
	20,000 - 39,999	1.50%	1.50%	1.00%
	40,000 - 79,999	2.50%	2.50%	1.50%
	80,000 - 119,999	2.50%	2.50%	2.00%
	120,000 +	3.00%	3.00%	2.00%
Large Letter	1,000 - 9,999	0.00%	0.00%	0.00%
	10,000 - 19,999	1.50%	1.50%	0.50%
	20,000 - 39,999	2.50%	2.50%	1.00%
	40,000 - 59,999	2.50%	2.50%	1.00%
	60,000 +	3.00%	3.00%	1.00%
Parcel	1,000 - 4,999	0.00%	0.00%	0.00%
	5,000 - 7,999	1.00%	1.00%	1.00%
	8,000 - 11,999	1.50%	1.50%	1.50%
	12,000 - 19,999	2.50%	2.50%	2.50%
	20,000 +	3.00%	3.00%	3.00%

*Direct selection volumes or multiple posting volumes against any other sales order lines cannot be counted towards the Volume Related Discount calculation for Residue items.

High Sort

Table 5 – Trayed Mail Savings

	Saving per item
High Sort Letters	0.30p
High Sort Large Letters (up to 10mm thick)	0.90p

Discounts apply after all other discounts (VRDs, sortation etc) are applied but before advertising levy and VAT.

Mailings of less than 4,000 Letters or 1,000 Large Letters may be charged at a higher rate.

Advertising Mail

Catalogue option

Letter

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per day*				
				4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+
Economy	High Sort Direct	AM3	100g	23.1p	22.7p	22.2p	21.9p	21.7p
		AM3	110g	23.7p	23.3p	22.8p	22.5p	22.3p
		AM3	120g	25.0p	24.6p	24.1p	23.8p	23.6p
		AM3	130g	26.3p	25.9p	25.3p	25.0p	24.8p
		AM3	140g	27.5p	27.1p	26.5p	26.2p	25.9p
		AM3	150g	28.8p	28.3p	27.7p	27.4p	27.1p
	High Sort Residue*	AM3	100g	23.7p	23.4p	23.3p	23.2p	23.2p
		AM3	150g	43.8p	43.4p	43.2p	42.9p	42.9p

Large Letter

Delivery Speed	Option	Product Code	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	High Sort Direct	AM3	100g	29.1p	28.6p	27.9p	27.6p	27.3p
		AM3	110g	30.0p	29.5p	28.8p	28.5p	28.2p
		AM3	120g	31.8p	31.3p	30.5p	30.2p	29.9p
		AM3	130g	33.6p	33.0p	32.2p	31.8p	31.5p
		AM3	140g	35.4p	34.8p	34.0p	33.6p	33.2p
		AM3	150g	36.9p	36.2p	35.4p	35.0p	34.6p
	High Sort Residue*	AM3	100g	32.4p	32.3p	32.1p	32.1p	32.1p
		AM3	150g	43.8p	43.6p	43.4p	43.4p	43.4p

For details of Large Letters over 250g see the Advertising Mail rate card.

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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.

Mailings of less than 1,000 Large Letters or 4,000 Letters may be refused or charged at a higher rate.

Tray savings: For trayed mailings you can save 0.30p for Letters and 0.90p for Large Letters (ex VAT) per item from the prices in this table.

Advertising Mail

Calculating the price of your mailing

Step 1: Find the full price for the items you are mailing from Table 1. If the item weighs more than 250g (above 1000g for Parcels), then an incremental price should be added to the full price based on the exact weight of the item. The incremental price is calculated as the incremental weight in grams above 250g (above 1000g for Parcels) multiplied by the gram price increment. The result is rounded to the nearest 1/10th of a penny.

Step 2: Identify the appropriate sortation discount from Table 2.

Step 3: Add to the sortation discount the applicable Volume Related Discount for Direct (from Table 3) and Residue items (from Table 4).

Step 4: Apply the aggregate discount to the full price to calculate the item price for Direct and Residue items.

Step 5: Multiply the Direct and Residue prices by the number of items in each category.

Step 6: Add the Direct and Residue values together to calculate the total transaction price excluding VAT and Mailing Standards Levy.

Worked example

A High Sort 2nd Class option posting of 102,000 Large Letters weighing 300g each. 90,000 of these are Directs and 12,000 are Residues.

Step 1: The full price from Table 1 = 52.1p + (300 - 250) x 0.1285p = 58.525p rounded to the nearest 1/10th of a penny = 58.5p.

Step 2: Direct discount = 12.88%, Residue discount = 2.91% from Table 2.

Step 3: Direct VRD from Table 3 = 5.3%, added to the Direct discount of 12.88% gives total discount for Direct items of 18.18%. Residue VRD from Table 4 = 1.5%, added to the Residue discount of 2.91% gives a total discount for Residue items of 4.41%.

Step 4: Price of Directs = 58.5p x (100% - 18.18%) = 47.8647p.
Price of Residues = 58.5p x (100% - 4.41%) = 55.9202p.

Step 5: Price of Directs in mailing = (47.8647p x 90,000)/100 = £43,078.23.
Price of Residues in mailing = (55.9202p x 12,000)/100 = £6,710.42.

Step 6: Total for this mailing = £43,078.23 + £6,710.42 = £49,788.65 (excluding VAT and Mailing Standards Levy).

Trayed Mail Savings:

High Sort Large Letter mailings presented in trays will save 0.90p per item from Table 5 = (0.90p x 102,000)/100 = £918.00 (excluding VAT and Mailing Standards Levy).

Total tray price of mailing = £49,788.65 - £918.00 = £48,870.65 (excluding VAT and Mailing Standards Levy).

Sustainable[®] Advertising Mail

Sustainable[®] Advertising Mail prices are determined on the appropriate Advertising Mail with High Sort options or Low Sort options price plus the Sustainable[®] Advertising Mail percentage discount as shown below:

The prices determined by this rate card are indicative. Prices after discount have been rounded and may not perfectly match the invoiced details.

Table 1 – Entry Level pricing structure

Delivery Speed	Format	Weight up to and including	Low Sort		High Sort	
			Mailmark	OCR	Direct	Residue
1st Class Product Code			EBG	MXS	SPA	SPA
	Letter	0-100g	2.90%	2.50%	1.20%	1.30%
	Large Letter	0-100g	3.00%	3.00%	2.25%	1.50%
	Large Letter	101-250g	2.20%	1.70%	2.50%	1.80%
	Large Letter	251-750g	2.50%	1.50%	2.25%	1.75%
2nd Class Product Code			EBH	MXT	SPG	SPG
	Letter	0-100g	1.58%	1.65%	1.38%	1.34%
	Large Letter	0-100g	2.37%	2.53%	2.15%	1.47%
	Large Letter	101-250g	1.70%	1.25%	1.85%	1.35%
	Large Letter	251-750g	1.65%	1.25%	1.85%	1.35%
Economy Product Code			EBI	MXU	SPJ	SPJ
	Letter	0-100g	1.57%	1.65%	1.36%	1.38%
	Large Letter	0-100g	2.37%	2.53%	2.16%	1.47%
	Large Letter	101-250g	1.67%	1.25%	1.85%	1.37%
	Large Letter	251-750g	1.65%	1.25%	1.85%	1.35%

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.

Sustainable[®] Advertising Mail

Table 2 – Intermediate Level pricing structure

Delivery Speed	Format	Weight up to and including	Low Sort		High Sort	
			Mailmark	OCR	Direct	Residue
1st Class Product Code			EBJ	MYK	SPF	SPF
	Letter	0-100g	3.50%	3.50%	3.35%	3.35%
	Large Letter	0-100g	4.00%	4.50%	4.50%	3.50%
	Large Letter	101-250g	3.50%	2.50%	4.25%	2.80%
	Large Letter	251-750g	3.50%	2.50%	4.00%	2.50%
2nd Class Product Code			EBK	MYL	SPH	SPH
	Letter	0-100g	3.50%	3.50%	3.43%	3.48%
	Large Letter	0-100g	4.00%	4.50%	4.22%	3.83%
	Large Letter	101-250g	3.50%	2.50%	3.70%	2.35%
	Large Letter	251-750g	3.50%	2.50%	3.80%	2.30%
Economy Product Code			EBL	MYM	SPK	SPK
Economy	Letter	0-100g	3.50%	3.50%	3.42%	3.53%
	Large Letter	0-100g	4.00%	4.50%	4.21%	3.81%
	Large Letter	101-250g	3.50%	2.50%	3.80%	2.35%
	Large Letter	251-750g	3.50%	2.50%	3.80%	2.30%

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.

Please note that Sustainable discounts should be applied to the relevant Advertising Mail price before the tray incentive is included.

Table 3 – Trayed Mail Savings

	Saving per item
Low Sort/High Sort Letters	0.30p
Low Sort/High Sort Large Letters (up to 10mm thick)	0.90p

Discounts apply after all other discounts (VRDs, sortation etc) are applied but before advertising levy and VAT

Sustainable[®] Advertising Mail

Calculating the price of your Sustainable[®] Advertising Mailing

Step 1: Calculate the Advertising Mail with High Sort option or Advertising Mail with Low Sort option price for the product you are posting.

Step 2: If you meet the Entry Level specification for Sustainable[®] Advertising Mail, then reduce the Advertising Mail by the amount shown in Table 1.
OR
If instead you meet the Intermediate Level specification for Sustainable[®] Advertising Mail, then reduce the Advertising Mail price by the amount shown in Table 2.

Worked example

A Low Sort Economy posting of 102,000 Letters Mailmark weighing 80g each which meets the Intermediate Level specification for Sustainable Advertising Mail.

Step 1: Advertising Mail Low Sort Economy Letters Mailmark per item = 19.0002p
(see worked example for Advertising Mail Low Sort).

Step 2: Intermediate Level specification discount for Letter Mailmark = 3.50% from Table 2.

Step 3: Price per item = 19.0002p x (100% - 3.50%) = 18.3352p.

Step 4: Total price of mailing = (18.3352 x 102,000)/100 = £18,701.90
(excluding VAT and Mailing Standards Levy).

Trayed Mail Savings:

Low Sort Letter mailings presented in trays will save 0.3p per item from Table 3 = (0.3p x 102,000)/100 = £306.0 (excluding VAT and Mailing Standards Levy).

Total tray price of mailing = £18,701.90 - £306.0 = £18,395.90
(excluding VAT and Mailing Standards Levy).

Adjustment Charges

Mailmark Adjustment Charges

Fault	Applies to	Flat Fee	Per Item Fee	Notes
Missorts	Mailmark Letters	n/a	13.95p	
Missorts	Mailmark Large Letters	n/a	38.75p	
International item as domestic	Mailmark	n/a	£1.56	Adjustment charges only apply when one or a combination of charges result in a charge of £10 or more per eManifest
Non machine processed	Mailmark Letters	n/a	2.04p	
Non machine processed	Mailmark Large Letters	n/a	3.64p	Postcode and Delivery point suffix accuracy adjustment charges only apply if the combined result drops below 90% per eManifest
Postcode accuracy	Mailmark Letters	n/a	8.05p	
Postcode accuracy	Mailmark Large Letters	n/a	15.78p	
Delivery point suffix accuracy	Mailmark Letters and Large Letters	n/a	0.86p	
Missing or incorrect eManifest ID	Mailmark Letters and Large Letters	£27.23	n/a	per eManifest
Unmanifested volume and Duplicates	Mailmark Letters and Large Letters	£27.23	0.46p Letters/0.73p Large Letters	per supply chain
Incorrect SCID	Mailmark Letters and Large Letters	£27.23	n/a	per eManifest
Item ID mismatch	Mailmark Letters and Large Letters	£27.23	n/a	per eManifest

Account and Advanced Charges

Fault	Applies to	Class	Format	Flat Fee	Per Item Fee
Barcode not seen	Unsorted Account	1st Class and 2nd Class	Letters and Large Letters	n/a	3p
Sales Order Under Declared – UK	Account and Advanced	1st Class	Letters	n/a	59.5p
		2nd Class	Letters		40p
		1st Class	Large Letters		£1.30
		2nd Class	Large Letters		£1.02
Sales Order Under Declared – International	Account and Advanced Ls and LLs		Letters and Large Letters	n/a	£1.62L/£3.96LL
Not highly machinable	Advanced	1st Class	Letters	n/a	9.6p
		2nd Class	Letters		7.2p
		1st Class	Large Letters		2.0p
		2nd Class	Large Letters		1.5p
Not highly machinable	Local	1st Class	Letters	n/a	10.1p
		2nd Class	Letters		7.7p
		1st Class	Large Letters		8.4p
		2nd Class	Large Letters		6.1p
Missing Sales Order	Mailmark			£27.23	n/a
Incorrect Sales Order	Mailmark			£27.23	n/a

Prices in these tables exclude VAT, which is charged at the standard rate.

Full details of the Mailmark adjustment framework are available at royalmail.com/mailmark

*The total amount charged for these faults will not exceed the price of the next available service.

Adjustment Charges

Notes

Machine Readable Adjustment Charges

Fault	Applies to	Flat Fee	Per item fee	Note
Low volume faults	Sorted machine-readable	£27.23	n/a	per posting
Medium volume low impact faults	Sorted machine-readable	£27.23	n/a	per posting
Medium volume high impact faults	Sorted machine-readable	£27.23	adjustment	10% of posting adjusted
High volume low impact faults	Sorted and non-sorted machine-readable	£27.23	n/a	per posting
High volume high impact faults	Sorted	£27.23	adjustment	100% of mailing adjusted
Incorrect licence design	BMA on account and Response Services	£27.23	n/a	per month

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

*Fee applies to sorted machine-readable mail only.

Full details of the Low/High machine readable faults are available in the Quick Guides at royalmailtechnical.com

Other Adjustment Charges

Fault	Applies to	Flat Fee	Per Item Fee	Notes
Presentation errors	Sorted	£27.23	n/a	per posting
Incorrect labels/bag ties	Sorted	£27.23	20p	per label or tie
Incorrect cage cards	Sorted	£27.23	25p	per card used
Storage costs	Sorted	£27.23	25p	per cage per day
Overweight bags/bundles/trays	Sorted	£27.23	65p	per bag/bundle/tray generated
Overweight Cages/Yorks	Sorted	£27.23	65p	per Cage/York generated
Minimum average items per selection	Sorted	£27.23	adjustment	100% of mailing
Bulk surcharging	Unsorted	n/a	33p	per item
Response specification	Response Services	n/a	33p	per item
Missing Sales Order	All products	£27.23	n/a	per posting
Incorrect sales order	All products	£27.23	n/a	per posting

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

*Bulk surcharges are exempt from VAT.

Contact

We hope that this tariff guide has been useful, but should you need any further help or advice, please do contact your Account Manager, or the customer helpline: **08457 950 950***

or through our website:
royalmail.com/contact

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