



RETAIL LETTERS

Price Guide

Advertising Mail, Partially Addressed Mail,
Door to Door, Business Mail, Publishing Mail,
Subscription Mail, Response Services,
Inbound Mail Services and Poll Card Mailings

Prices effective from 1 July 2024



Helping your business thrive and prosper

In a digital world, consumers place a high value on mail. We believe in the power of one-to-one 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 31 million addresses across the UK.

Retail Letters Price Guide

Welcome to the Retail Letters Price Guide.

Pricing for Royal Mail's Retail Letter products can be found in this interactive price guide. Use the Product Code reference table on pages 4 and 5 to help you navigate to the products you're interested in quickly.

For help with your price calculations, please refer to the 'Calculating the price of your mailing' page.

MASBOF Levy

Royal Mail Group (RMG) collects the MASBOF levy on behalf of the Advertising Standards Board of Finance. The levy currently equates to 0.2%, which is not subject to VAT. The payment of the levy is voluntary, but will be collected on every item of Advertising Mail (including Partially Addressed) and Door to Door via RMG's invoicing process.

If any mailer wishes to be refunded the levy they have paid then they may make a quarterly or annual claim to ASBOF (The Treasurer, ASBOF, 5th floor 21 Berners Street, London W1T 3LP) providing evidence of the levy paid.

Disclaimer

All prices shown are excluding VAT and are subject to the prevailing rate. Details of the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT, can be found in the specific terms and conditions relating to Advertising Mail. If any mailer wishes to be refunded the JICMAIL levy they have paid then they may email their claim to admin@jicmail.org.uk providing the required evidence and documentation as set out on the JICMAIL website jicmail.org.uk

The prices quoted have been rounded and may not match invoiced totals perfectly.

Although correct at the time this price guide was produced (July 2024), 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

JICMAIL Levy

The JICMAIL levy is applied to mailings posted through our Advertising Mail services, to support the funding of JICMAIL. Royal Mail Group collects the JIC levy on behalf of JICMAIL. The levy currently equates to 0.3%, which is not subject to VAT. The payment of the levy is voluntary, but will be collected on every item of Advertising Mail (including Partially Addressed) and Door to Door via RMG's invoicing process.

If any mailer wishes to be refunded the levy they have paid then they may make a claim to JICMAIL (The Treasurer, JICMAIL Limited, DMA House, 70 Margaret Street, London W1W 8SS) providing the required evidence and documentation as set out on the JICMAIL website jicmail.org.uk

Environmental Guidelines

Environmental considerations are a fundamental part of the way Royal Mail operates in the UK. We have created Environmental Guidelines for our Advertising Mail, Business Mail, Publishing Mail and Subscription Mail customers to help you mail sustainably. The Guidance can be found at royalmail.com/environmentalmailguidance

Online Price Calculator

Our online price calculator can be used to find the best options for your mailing. A downloadable Excel version can be found at royalmailtechnical.com/pricing

For other prices such as stamps, franking, parcels and international please visit: royalmail.com/current-postage-prices

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Product Code Reference Table



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Product	Product Code	Product Name	Letters	Large Letters
Advertising Mail	CLN	Advertising Mail Unsorted 1C & 2C	13	15
	EBD	Adv Mail Lo Sort 1C Mmk	13	16
	EBE	Adv Mail Lo Sort 2C Mmk	13	16
	EBF	Adv Mail Lo Sort Economy Mmk	13	16
	EBT	Adv Mail Unsorted 1C Mmk	13	15
	EBU	Adv Mail Unsorted 2C Mmk	13	15
	LOA	Manual Low Sort 1C	13	16
	LOB	Manual Low Sort 2C	13	16
	LOC	Manual Low Sort Economy	13	16
	LOG	Advertising Mail Catalogue Low Sort Manual Econ	14	17
	UNC	Advertising Account Mail 1C Unsorted	13	15
	UND	Advertising Account Mail 2C Unsorted	13	15
	UNK	Advertising Advanced Mail 1C Unsorted	13	15
	UNL	Advertising Advanced Mail 2C Unsorted	13	15
	Partially Addressed Mail	PAD	Partially Addressed Lo Sort 1C Mmk	18
PAE		Partially Addressed Lo Sort 2C Mmk	18	19
PAF		Partially Addressed Lo Sort Economy Mmk	18	19
Business Mail	EBA	Business Mail Lo Sort 1C Mmk	23	25
	EBB	Business Mail Lo Sort 2C Mmk	23	25
	EBC	Business Mail Lo Sort Economy Mmk	23	25
	EBR	Business Mail Unsorted 1C Mmk	22	24
	EBS	Business Mail Unsorted 2C Mmk	22	24
	LOH	Manual Low Sort 1C	23	25
	LOI	Manual Low Sort 2C	23	25
	LOJ	Manual Low Sort Economy	23	25
	STL	1st and 2nd Class Account Mail	22	24
	UNA	Business Mail Account 1C Unsorted	22	24
	UNB	Business Mail Account 2C Unsorted	22	24
	UNI	Business Mail Advanced 1C Unsorted	22	24
	UNJ	Business Mail Advanced 2C Unsorted	22	24
Publishing Mail	EBP	Publishing Mail Lo Sort 1C Mmk		26
	EBQ	Publishing Mail Lo Sort 2C Mmk		26
	LOM	Manual Low Sort 1C		26
	LON	Manual Low Sort 2C		26
Subscription Mail	PQC	Subscription Mmk 1C		27
	PQD	Subscription Mmk 2C		27
	SBA	1C Subscription Mail Up To 25mm		27
	SBB	2C Subscription Mail Up To 25mm		27
Poll Card Mailing Options	PV5	Poll Card Mailing Option No Collection	32	
	PV6	Poll Card Mailing Option With Collection	32	
	PV7	Poll Card Mailing Option National Collection	32	



Royal Mail 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 more than 1,000 Letters or 250 Large Letters per day
- can meet our criteria for mail that is 100% advertising content.

To find out more go to

royalmail.com/advertising-mail

Royal Mail Partially Addressed

With Partially Addressed Mail, you can reach new customers without having to buy marketing lists.

It's a precise acquisition tool, allowing you to target at full postcode level, typically around 15 households. Our planning team can help find the best prospects for your mail campaign using geo-demographics for accurate targeting; we'll even remove existing customers to help keep your costs down.

Use Partially Addressed Mail to help hit acquisition targets:

- Find the best prospects for your mailing using geo-demographics for accurate targeting
- Save up to 2p per item with our cost-effective service
- Tailor your communications to your audience to make your mail campaign relevant to new prospects
- Engage your customers by addressing them with relevant titles such as 'Luxury Traveller' or 'Smart Investor'.

To find out more go to

royalmail.com/partially-addressed

Royal Mail Door to Door®

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 32 million UK addresses with prices less than 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 Collection Service – meaning we'll come and collect your items from you
- flexible payment options – via account or via debit/credit card
- self-service online booking – available at dropaleaflet.royalmail.com with payment via PayPal or account.

To find out more go to royalmail.com/doortodoor

Royal Mail Subscription Mail®

Subscription Mail is our subscription magazine service, where items posted contain 30% or more editorial content.

We consulted the sector and customers told us they need certainty to grow their subscriptions. Subscription Mail offers up to 12 months' price certainty so that customers can plan ahead and invest in launching new titles.

On this service, customers can benefit from significant savings versus Publishing Mail.

To find out more go to

royalmail.com/subscription-mail

* With the exception of Government, Political, Religious and Multi-Ad items mailings.



Business Mail 1st Class and Royal Mail Business Mail®

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 options; please refer to the Business Mail pages.

If you do not want to take up any of the special options detailed in these pages, simply hand your mail over to us and we will do the rest.

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

New Unsorted Barcodes

We have started to phase out some of our unsorted options. It is important to use one of the barcoded options to get the best prices. Account customers can save by printing a simple barcode.

To find out more go to royalmail.com/barcodesavings

Poll Card Mailing Option

Planning your election campaign? Need to target and reach more voters? Let us show you how to use mail effectively.

With Candidate Mail and Poll Card Mailing we'll help you:

- target and reach all potential voters in your area
- plan and schedule your mail campaign
- distribute poll cards.

In each electoral region of the UK we have a dedicated Election Manager to give you support and ensure that your mail campaign runs smoothly. They will agree a date with you for delivering your campaign literature to Royal Mail. Candidates and political parties are responsible for ensuring campaign literature is taken to the correct Royal Mail office on time. Our Election Support Team can advise of our drop-off points. Collections are available for an extra fee.

To find out more go to royalmail.com/pollcardmailing

Royal Mail Publishing Mail®

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 options; please refer to the detailed Publishing Mail pages.

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

General Correspondence Products



Response Services

Our Response Services enable businesses and consumers to react to direct marketing, magazine inserts, press advertisements, voting communications and surveys through an item of mail paid by you.

You can use them to great effect for electoral communications, market research and surveys too. It's all done with a dedicated item of mail paid through your account with Royal Mail.

Choose Business Reply Standard for:

- replies by 1st or 2nd Class
- personalisation with your branding and logo.

Choose FREEPOST NAME for:

- handwritten or printed option.

Respondent only writes the FREEPOST NAME – no full postal address required.

To find out more go to

royalmail.com/standardresponseservices or
royalmail.com/freepostname

Your Mailing Options



For businesses and organisations which use mail as an integral part of their communications plans, Royal Mail has a number of options available for you to choose from. The final price for your mailing will depend on a number of choices that you make, and this price guide is intended to give you an overview of the options. Should you need any further details please see the appropriate product guide at royalmail.com

What is the content of your mailing?

Advertising Mail

Mailings which comprise a largely uniform message to all addressees, with the purpose of promoting the sale or use of products or services, or to encourage contribution to, or support of, a cause.

Subscription and Publishing Mail

A service for periodicals such as newsletters, journals and magazines (but not brochures, catalogues, directories and exhibition guides). Before customers can use the service we need to verify that items meet our qualifying criteria. At least one-sixth of the periodical must be editorial content.

Business Mail

Typically contain general correspondence and items of a personalised nature for transactional, contractual or relationship purposes. Generally they are for mailings that do not qualify for Advertising Mail, or Publishing Mail. Goods cannot be sent in Business Mail – please use one of our Parcels products.

How much does it weigh?

Typically we have a single price for 0-100g, another for 101-250g, then above 250g a mix of 250g increments or an additional price per gram, depending on the service.

Parcel formats for Advertising Mail and Publishing Mail are no longer available from April 2023. Please visit royalmail.com/current-postage-prices for information on our parcel products.

How quickly do you want it delivered?

1st Class	The working day after collection
2nd Class	2-3 working days after collection
Economy	6 working days after collection

Are you able to pre-sort the mailing into separate containers, depending on the destination?

We then pass on the cost saving to you. Most of our customers who use this facility use the services of a Mailing House to realise this potential. Should you need any support in making this happen please visit royalmail.com

Unsorted is where you just give us the mail as it is.

Low Sort is where we ask you to sort to Mail Centre level (C. 86 selections) for Mailmark mail that can be processed through our letter sorting equipment and Manual that cannot be processed through our letter sorting equipment.

Your Mailing Options



Can the items be processed by our Sortation and Sequencing equipment? (Machine Readability)

MailMark[®] is the new-style barcode which is able to direct and track individual items through the network up to the point where they are ready for delivery.

Advanced – applying a barcode and the right address font, and making sure that certain areas of the envelope are clear from text or artwork, helps us to direct items through the network through to delivery.

Manual – sorted mail that is not machine readable.

Address Quality – items that are carefully and accurately addressed will give better performance and help achieve lower prices.

Again, many customers make use of third-party providers to realise the savings that are achievable here. Give us a call and we can point you in the right direction.

What containers are you presenting the mail in?

We have migrated much of our internal movement of mail into trays rather than bags to drive efficiency, and now offer customers for our pre-sorted products a preferential rate if you can do the same. Trays protect your mail from damage.

What is your mailing volume?

If your daily volumes (per speed and format) reach certain threshold levels you will get additional discounts.

How do you access these services?

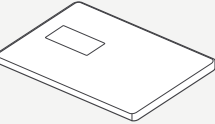
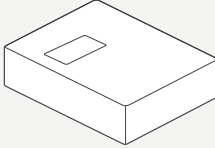
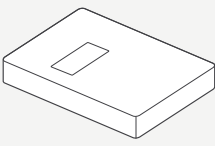
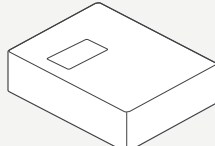
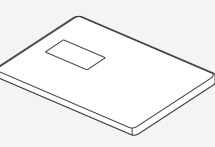
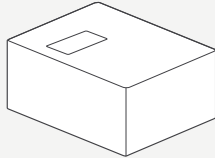
Access to the services in this price guide is via a Royal Mail Online Business Account, which is our online ordering and invoicing system. It allows you to order mail services and manage your Royal Mail invoices quickly and simply in one place. For more information go to: royalmail.com/oba

Know Your Formats



Prices for 1st Class and 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 determine the postage. Each format has its own size and weight limits. The illustrations below will help you work out which format your item is.

Product	Dimensions	Advertising Mail	Partially Addressed Mail	Door to Door	Business Mail	Publishing Mail	Subscription Mail	Response Services
Letter: up to 100g	max W165mm max L240mm max D5mm 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Large Letter: up to 750g	max W250mm max L353mm max D25mm 	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Large Letter: machine-readable up to 750g	max W245mm max L345mm max D10mm 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Large Letter: manual up to 750g	max W245mm max L345mm max D25mm 						<input checked="" type="checkbox"/>	
Door to Door: up to 200g*	max W210mm max L297mm max D17mm 			<input checked="" type="checkbox"/>				
Parcel: up to 2kg	over W297mm over L420mm over D25mm 							<input checked="" type="checkbox"/>

*Minimum size 100 x 70mm

Calculating the Price of Your Mailing



Prices in this guide for Letters and Large Letters now include the sortation, machine-readable and Volume Related Discounts (VRD)*, where applicable, and does not need to be calculated separately.

This means the calculation has been simplified for Large Letter sorted options from 251 grams up to 750 grams.

Calculating the price of your mailing

Step 1:

If the item is Large Letter format and weighs up to 250g, all prices are shown. Move to Step 2.

If the item is Large Letter format and weighs more than 250g (above 1000g for Parcels), then an incremental price should be added to the base price based on the exact weight of the item.

Find the base price and per-gram increment price from the appropriate table in this price guide.

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

Multiply the item price by the number of items to calculate the individual transaction value.

Step 3

Apply any Trayed Mail savings.

Apply VAT as appropriate (and MASBOF/JICMAIL levies if Advertising Mail).

Worked example

Advertising Mail has been used for this worked example, but the principal applied to all products..

An Advertising Mail Manual Low Sort 2nd Class option posting of 102,000 Large Letters weighing 302g each.

Step 1

The base price for Manual Low Sort Advertising Mail = 66.0p + (302g – 250g) x 0.1178p = 72.1256p rounded to the nearest 1/10th of a Penny = 72.1p

Step 2

Total for this mailing = (72.1p x 102,000)
= £73,542.00

Step 3

Manual Low Sort Large Letter mailings presented in trays will save 2.00p per item
= (2.00p x 102,000)/100 = £2,040.00

Total tray price of mailing = £73,542.00 - £2,040.00
= £71,502.00

(Excluding VAT, MASBOF levy & JICMAIL levy).

*For each individual posting, VRDs are determined by Posting Volume by Format, Delivery Speed and Weight Step

Calculating the price of your mailing



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 all other prices, visit

royalmail.com/current-postage-prices

MASBOF and JICMAIL levies

All prices shown are excluding VAT and are subject to the prevailing rate. Details of the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT, can be found in the specific terms and conditions relating to Advertising Mail.

If any mailer wishes to be refunded the JICMAIL levy they have paid then they may email their claim to **admin@jicmail.org.uk** providing the required evidence and documentation as set out on the JICMAIL website **jicmail.org.uk**

Disclaimer

The prices quoted have been rounded and may not match invoiced totals perfectly.

Volume Related Discounts

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

In order to reach the Volume Related Discount (VRD) threshold on any given posting day, and to maximise the level of VRD obtainable, you can aggregate volumes on direct selections in two ways:

1. You can combine a number of the same product or service level mailings on 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 Advanced option).

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. Any VRDs will be a credit on your account overnight (or a debit if any associated adjustments are made).

Letters

Standard and Highly Machine-readable Unsorted Options

Delivery Speed	Letter	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 Unsorted	Standard	CLN	100g	103.0p	101.0p	98.9p	96.8p
		Account ^{**}	UNC	100g	92.2p	90.4p	88.5p	86.7p
	Highly Machine-readable Unsorted	Advanced	UNK	100g	75.2p	73.4p	71.5p	69.7p
		Mailmark	EBT	100g	72.1p	70.5p	69.1p	67.6p
2nd Class	Standard Unsorted	Standard	CLN	100g	60.8p	59.6p	58.4p	57.2p
		Account ^{**}	UND	100g	54.0p	52.9p	51.8p	50.7p
	Highly Machine-readable Unsorted	Advanced	UNL	100g	42.0p	40.9p	39.8p	38.7p
		Mailmark	EBU	100g	39.3p	38.5p	37.6p	36.8p

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

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

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

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.

Letters

Low Sort options

Delivery Speed	Letter	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+
1st Class	Low Sort Mailmark	EBD	100g	83.3p	82.1p	80.4p	79.6p	78.9p
	Manual Low Sort	LOA	100g	108.3p	106.7p	106.1p	105.6p	105.1p
2nd Class	Low Sort Mailmark	EBE	100g	32.8p	32.3p	31.7p	31.3p	31.1p
	Manual Low Sort	LOB	100g	41.1p	40.5p	40.1p	40.1p	39.9p
Economy	Low Sort Mailmark	EBF	100g	25.6p	25.2p	24.7p	24.4p	24.2p
	Manual Low Sort	LOC	100g	34.3p	34.0p	33.8p	33.6p	33.6p

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

Mailings of fewer than 4,000 items may be refused or charged at a higher rate.

^{*}The price for Manual Low Sort is based on the number of items per mailing, not per day.

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.



Letters

Catalogue option

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per mailing*				
				4,000-19,999	20,000-39,999	40,000-79,999	80,000-119,999	120,000+
Economy	Low Sort Manual	LOG	100g	34.3p	34.0p	33.8p	33.6p	33.6p
		LOG	110g	41.8p	41.4p	41.2p	41.0p	41.0p
		LOG	120g	47.4p	46.9p	46.7p	46.5p	46.5p
		LOG	130g	52.6p	52.1p	51.8p	51.5p	51.5p
		LOG	140g	57.6p	57.0p	56.7p	56.4p	56.4p
		LOG	150g	63.2p	62.6p	62.3p	61.9p	61.9p

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

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

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.

Letters

Low Sort Trayed Mail Savings

Saving per item	
Low Sort Trayed Mail Savings	
Letters	0.80p

Tray Savings apply after all other discounts (VRDs, sortation etc) are applied but before the MASBOF levy and VAT.



Large Letters

Standard and Highly Machine-readable Unsorted Options

Delivery Speed	Unsorted Option Large Letters	Option	Product Code	Weight up to and including	Number of items per sales order [†]			
					250-749	750-1,999	2,000-4,999	5,000+
1st Class	Standard Unsorted	Standard Tariff	CLN	100g	140.9p	138.0p	135.1p	132.3p
				250g	194.0p	190.1p	186.2p	182.2p
				500g	246.3p	241.3p	236.3p	231.3p
				750g	314.2p	307.8p	301.5p	295.1p
		Account ^{**}	UNC	100g	132.0p	129.3p	126.6p	124.0p
				250g	185.2p	181.4p	177.7p	173.9p
				500g	237.4p	232.6p	227.7p	222.9p
				750g	305.4p	299.2p	293.0p	286.8p
	Highly Machine-readable	Mailmark	EBT	100g	115.2p	112.6p	110.3p	107.8p
				250g	161.6p	158.0p	154.7p	151.3p
				500g	207.1p	202.6p	198.3p	193.9p
				750g	266.4p	260.6p	255.1p	249.5p
		Advanced	UNK	100g	115.0p	112.3p	109.6p	106.9p
				250g	161.3p	157.6p	153.8p	150.0p
				500g	206.8p	202.0p	197.2p	192.3p
				750g	266.0p	259.8p	253.6p	247.4p
2nd Class	Standard Unsorted	Standard Tariff	CLN	100g	90.6p	88.8p	86.9p	85.1p
				250g	129.0p	126.4p	123.8p	121.2p
				500g	163.5p	160.2p	156.9p	153.6p
				750g	212.8p	208.4p	204.1p	199.8p
		Account ^{**}	UND	100g	81.8p	80.1p	78.4p	76.8p
				250g	120.2p	117.7p	115.3p	112.9p
				500g	154.6p	151.5p	148.4p	145.2p
				750g	203.9p	199.8p	195.6p	191.5p
	Highly Machine-readable	Mailmark	EBU	100g	77.9p	76.2p	74.6p	72.9p
				250g	114.5p	112.0p	109.7p	107.2p
				500g	147.3p	144.1p	141.1p	138.0p
				750g	194.3p	190.0p	186.1p	181.9p
		Advanced	UNL	100g	82.7p	80.8p	79.5p	78.2p
				250g	121.5p	118.7p	116.8p	114.9p
				500g	156.4p	152.8p	150.3p	147.9p
				750g	206.2p	201.4p	198.2p	195.0p

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

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

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

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.



Large Letters Low Sort Option

Delivery Speed	Option	Product Code	Weight up to and including	Price Type	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 Mailmark	EBD	100g	Full price	106.6p	105.0p	102.9p	101.8p	101.0p
			250g	Full price	120.1p	118.3p	115.9p	114.7p	113.7p
			750g	Base price	120.8p	119.0p	116.6p	115.4p	114.4p
			750g	Per gram increment	0.1573p	0.1549p	0.1518p	0.1502p	0.1490p
	Manual Low Sort	LOA	100g	Full price	125.3p	123.4p	122.2p	122.2p	121.5p
			250g	Full price	141.1p	139.0p	137.6p	137.6p	136.9p
			750g	Base price	146.4p	144.2p	142.7p	142.7p	142.0p
			750g	Per gram increment	0.1560p	0.1537p	0.1521p	0.1521p	0.1513p
2nd Class	Low Sort Mailmark	EBE	100g	Full price	44.7p	44.0p	43.1p	42.7p	42.3p
			250g	Full price	60.7p	59.8p	58.6p	58.0p	57.5p
			750g	Base price	61.8p	60.9p	59.6p	59.0p	58.5p
			750g	Per gram increment	0.1063p	0.1047p	0.1026p	0.1015p	0.1007p
	Manual Low Sort	LOB	100g	Full price	52.9p	51.3p	50.3p	50.3p	49.7p
			250g	Full price	71.8p	71.0p	69.8p	68.7p	68.2p
			750g	Base price	76.9p	75.7p	75.0p	75.0p	74.6p
			750g	Per gram increment	0.1035p	0.1019p	0.1009p	0.1009p	0.1004p
Economy	Low Sort Mailmark	EBF	100g	Full price	39.1p	38.5p	37.7p	37.3p	37.0p
			250g	Full price	53.5p	52.7p	51.6p	51.1p	50.7p
			750g	Base price	53.4p	52.6p	51.5p	51.0p	50.6p
			750g	Per gram increment	0.0915p	0.0901p	0.0883p	0.0874p	0.0867p
	Manual Low Sort	LOC	100g	Full price	45.8p	45.6p	45.3p	45.3p	45.3p
			250g	Full price	63.1p	62.8p	62.5p	62.5p	62.5p
			750g	Base price	64.5p	64.2p	63.9p	63.9p	63.9p
			750g	Per gram increment	0.0943p	0.0938p	0.0934p	0.0934p	0.0934p

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

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

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.

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



Large Letters

Catalogue option

Delivery Speed	Option	Product Code	Weight up to and including	Price Type	Number of items per mailing				
					1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
Economy	Low Sort Manual	LOG	100g	Full price	47.0p	46.8p	46.5p	46.5p	46.5p
		LOG	110g	Full price	51.4p	51.1p	50.9p	50.9p	50.9p
		LOG	120g	Full price	55.0p	54.7p	54.5p	54.5p	54.5p
		LOG	130g	Full price	58.3p	58.0p	57.7p	57.7p	57.7p
		LOG	140g	Full price	61.8p	61.5p	61.2p	61.2p	61.2p
		LOG	150g	Full price	64.7p	64.4p	64.1p	64.1p	64.1p
		LOG	250g	Full price	64.7p	64.4p	64.1p	64.1p	64.1p
		LOG	750g	Base price	66.1p	65.8p	65.4p	65.4p	65.4p
		LOG	750g	Per gram increment	0.0943p	0.0938p	0.0934p	0.0934p	0.0934p

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

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

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.

Large Letters

Low Sort Trayed Mail Savings

	Saving per item
Low Sort Trayed Mail Savings	
Large Letters*	2.00p

*Maximum depth of 10mm applies to Advertising Mail Large Letters.

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



Letters

Low Sort Options

Delivery Speed	Letters	Product Code	Weight up to and including	Number of items per day*				
				10,000 - 19,999	20,000 - 39,999	40,000 - 79,999	80,000 - 119,999	120,000+
1st Class	Low Sort Mailmark	PAD	100g	83.7p	81.9p	80.6p	79.7p	78.8p
2nd Class	Low Sort Mailmark	PAE	100g	30.4p	30.1p	29.2p	29.2p	28.7p
Economy	Low Sort Mailmark	PAF	100g	23.3p	23.1p	22.3p	22.3p	22.3p

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

Mailings of fewer than 10,000 Letters may be charged at a higher rate.

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.

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), and posted via the same product and format, and only apply to direct items.

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'.

Letters

Low Sort Trayed Mail Savings

	Saving per item
Letters	0.80p

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



Large Letters

Low Sort Option

Delivery Speed	Option	Product Code	Weight up to and including	Price Type	Number of items per day*			
					10,000-19,999	20,000-39,999	40,000-59,999	60,000+
1st Class	Low Sort Mailmark	PAD	100g	Full price	104.5p	102.4p	101.3p	100.2p
			250g	Full price	118.7p	116.2p	114.9p	113.7p
			750g	Base price	119.4p	116.9p	115.7p	114.4p
			750g	Per gram increment	0.1494p	0.1463p	0.1447p	0.1432p
2nd Class	Low Sort Mailmark	PAE	100g	Full price	42.4p	42.0p	41.5p	41.0p
			250g	Full price	61.9p	61.2p	60.6p	59.9p
			750g	Base price	62.3p	61.6p	60.9p	60.3p
			750g	Per gram increment	0.0858p	0.0849p	0.0840p	0.0830p
Economy	Low Sort Mailmark	PAF	100g	Full price	38.0p	38.0p	37.6p	37.1p
			250g	Full price	50.5p	50.5p	49.9p	49.4p
			750g	Base price	50.4p	50.4p	49.8p	49.3p
			750g	Per gram increment	0.0834p	0.0834p	0.0825p	0.0816p

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

Mailings of fewer than 10,000 Letters may be charged at a higher rate.

Prices in this table exclude the MASBOF levy of 0.2% and the JICMAIL levy of 0.3%, both of which are not subject to VAT.

Further details of the MASBOF and JICMAIL levy can be found in the specific terms relating to Advertising Mail.

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), and posted via the same product and format.

Large Letters

Low Sort Trayed Mail Savings

	Saving per item
Large Letters*	2.00p

*Maximum depth of 10mm applies for Partially Addressed Large Letters.

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

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

The complete 2024 Door to Door rate card is available to download at royalmail.com/prices2024

Door to Door rate card (under 5mm in depth)

Standard Bookings

Weight up to and including	Number of items per contract (price per 1,000 items)			
	Up to 25,000	25,001-100,000	100,001-200,000*	
20g	£69.95	£65.26	£62.58	
35g	£76.24	£71.13	£68.22	
60g	£97.93	£91.36	£87.62	
80g	£107.02	£99.85	£95.75	
100g	£124.51	£116.16	£111.40	
120g	£165.52	£148.43	£145.71	
140g	£185.38	£166.25	£163.20	
160g	£199.58	£178.98	£175.69	
180g	£216.22	£193.90	£190.34	
200g	£235.07	£210.80	£206.93	

Prices exclude VAT which is charged at the standard rate. Subject to availability and a minimum charge of £200 excluding VAT.

Prices in this table exclude the JICMAIL levy of 0.3%, which is not subject to VAT.

*For standard rate card, distributions of more than 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.

Door to Door rate card (under 5mm in depth)

New User

Weight up to and including	Number of items per contract (price per 1,000 items)			
	Up to 25,000	25,001 - 100,000	100,001 - 200,000	
20g	£66.75	£61.33	£58.35	
35g	£71.50	£66.85	£63.60	
60g	£93.48	£85.87	£81.69	
80g	£102.16	£93.84	£89.27	
100g	£118.85	£109.17	£103.86	

Prices exclude handling charges and VAT, which is charged at the standard rate. Subject to availability and a minimum charge of £200 excluding VAT.

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

Prices in this table exclude the JICMAIL levy of 0.3%, which is not subject to VAT.

Please remember, if your contracts contain items with a depth measuring 5mm or more, they must be booked through the Door to Door Booking Centre; please call **0345 266 0858**.

Door to Door



For any advice regarding Door to Door please call **0345 266 0858**, or visit: **royalmail.com/doortodoor** for further information.

Please remember, if your contracts contain items with a depth measuring 5mm or more, they must be booked through the Door to Door Booking Centre.

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.

Our Booking Centre team can help you to plan, target and book your items, also help you with your print requirements and arrange collection and handover of your items to our processing centres.

There is a minimum charge per contract of £200 plus VAT. A contract can be booked for distributions over a 13-week period, and you can spread distribution and payments over this period to help reduce the upfront cost to you.

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 **0345 266 0858** or by email **doortodoor@royalmail.com**

You can also visit **royalmail.com/doortodoor** for more information.

You can now book your Door to Door contracts via our self-service platform Drop A Leaflet – available at **dropaleaflet.royalmail.com**

Letters

Standard and Highly Machine-readable Unsorted Options

Delivery Speed	Letter	Option	Product Code	Weight up to and including	Number of items per sales order [†]					
					1-249	250-999	1000-2499	2500-9999	10,000-24,999	25,000+
1st Class	Standard Unsorted	Standard Tariff	STL	100g	132.0p	132.0p	128.3p	125.5p	122.5p	120.1p
		Account ^{**}	UNA	100g	122.0p	122.0p	118.6p	116.0p	113.2p	111.0p
	Highly Machine-readable Unsorted	Advanced	UNI	100g	122.0p	98.0p	94.6p	92.0p	89.2p	87.0p
		Mailmark	EBR	100g	122.0p	93.4p	91.8p	89.8p	87.9p	86.0p
2nd Class	Standard Unsorted	Standard Tariff	STL	100g	85.0p	85.0p	83.0p	81.1p	79.1p	77.4p
		Account ^{**}	UNB	100g	75.0p	75.0p	73.2p	71.6p	69.8p	68.3p
	Highly Machine-readable Unsorted	Advanced	UNJ	100g	75.0p	60.9p	60.4p	59.7p	59.5p	59.3p
		Mailmark	EBS	100g	75.0p	58.9p	57.8p	56.6p	56.0p	55.5p

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.

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

Highly machine-readable unsorted mailings of less than the minimum volumes may be refused or charged at a higher price.

Letters

Business Mail Advanced (BMA) posted via Mailmark Franking Machines

Delivery Speed	Business Mail Advanced	Weight up to and including	Price
1st Class	Initial Franked Price	100g	122.0p
	BMA Qualifying	100g	See table above
	BMA not qualifying	100g	122.0p
2nd Class	Initial Franked Price	100g	75.0p
	BMA Qualifying	100g	See table above
	BMA not qualifying	100g	75.0p

The initial franked prices shown in this table are inclusive of VAT.

Items that qualify will be charged the Advanced prices in the table above (exc VAT) and items which do not qualify will be charged as shown (exc VAT).

The difference between the sum franked per item and the sum of items qualifying and not qualifying will be credited or debited automatically to your account with your franking machine supplier. You will receive a VAT statement and Franking Account statement monthly.



Letters

Low Sort options

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+
1st Class	Low Sort Mailmark	EBA	100g	95.2p	93.8p	91.9p	90.9p	90.2p
	Manual Low Sort	LOH	100g	123.9p	122.0p	121.4p	120.8p	120.2p
2nd Class	Low Sort Mailmark	EBB	100g	66.5p	65.5p	64.2p	63.5p	63.0p
	Manual Low Sort	LOI	100g	80.0p	78.8p	78.4p	78.0p	77.6p
Economy	Low Sort Mailmark	EBC	100g	52.8p	52.0p	51.0p	50.4p	50.0p
	Manual Low Sort	LOJ	100g	70.8p	70.1p	69.7p	69.6p	69.4p

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

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

Mailings of fewer than 4,000 items may be refused or charged at a higher rate.

Letters

Low Sort Trayed Mail Savings

Saving per item	
Low Sort Trayed Mail Saving	
Letters	0.80p

Tray Savings apply after all other discounts (VRDs, sortation etc) are applied but before VAT.



Large Letters

Standard and Highly Machine-readable Unsorted Options

Delivery Speed	Unsorted Option Large Letters	Option	Product Code	Weight up to and including	Number of items per sales order				
					1-249	250-749	750-1999	2000-4999	5000+
1st Class	Standard Unsorted	Standard Tariff	STL	100g	184.0p	181.1p	178.3p	174.5p	170.8p
				250g	258.0p	254.0p	250.0p	244.7p	239.4p
				500g	297.0p	292.4p	287.8p	281.7p	275.6p
				750g	335.0p	329.8p	324.6p	317.7p	310.9p
		Account**	UNA	100g	174.0p	171.3p	168.6p	165.0p	161.5p
				250g	248.0p	244.2p	240.3p	235.2p	230.1p
				500g	287.0p	282.6p	278.1p	272.2p	266.3p
				750g	325.0p	320.0p	314.9p	308.3p	301.6p
	Highly Machine-readable	Mailmark	EBR	100g	174.0p	140.5p	137.4p	134.6p	131.6p
				250g	248.0p	200.3p	195.9p	191.8p	187.5p
				500g	287.0p	231.8p	226.7p	222.0p	217.0p
				750g	325.0p	262.5p	256.7p	251.4p	245.8p
		Advanced†	UNI	100g	174.0p	148.3p	145.6p	142.0p	138.5p
				250g	248.0p	211.4p	207.5p	202.4p	197.4p
				500g	287.0p	244.6p	240.2p	234.3p	228.4p
				750g	325.0p	277.0p	272.0p	265.3p	258.6p
2nd Class	Standard Unsorted	Standard Tariff	STL	100g	131.0p	128.8p	126.2p	123.2p	120.5p
				250g	181.0p	178.0p	174.3p	170.2p	166.4p
				500g	206.0p	202.6p	198.4p	193.7p	189.4p
				750g	246.0p	241.9p	236.9p	231.4p	226.2p
		Account**	UNB	100g	121.0p	119.0p	116.5p	113.8p	111.3p
				250g	171.0p	168.2p	164.7p	160.8p	157.2p
				500g	196.0p	192.8p	188.7p	184.3p	180.2p
				750g	236.0p	232.1p	227.3p	222.0p	217.0p
	Highly Machine-readable	Mailmark	EBS	100g	121.0p	100.7p	98.5p	96.4p	94.3p
				250g	171.0p	142.3p	139.1p	136.3p	133.2p
				500g	199.0p	165.5p	161.9p	158.6p	155.0p
				750g	243.8p	202.8p	198.4p	194.3p	189.9p
		Advanced†	UNJ	100g	121.0p	105.7p	103.2p	100.5p	98.0p
				250g	171.0p	149.4p	145.9p	142.1p	138.5p
				500g	196.0p	171.2p	167.2p	162.9p	158.8p
				750g	235.6p	205.8p	201.0p	195.8p	190.9p

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.

**A barcode is required for the Account options. For further information visit royalmail.com/barcodesavings

Highly machine-readable unsorted mailings of less than the minimum volumes may be refused or charged at a higher price.



Large Letters

Low Sort Option

Delivery Speed	Option	Product Code	Weight up to and including	Price Type	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	Mailmark	EBA	100g	Full price	113.9p	112.2p	109.9p	108.8p	107.9p
			250g	Full price	128.2p	126.3p	123.7p	122.4p	121.4p
			750g	Base price	129.0p	127.1p	124.5p	123.2p	122.2p
			750g	Per gram increment	0.1381p	0.1360p	0.1333p	0.1319p	0.1308p
	Manual Low Sort	LOH	100g	Full price	133.8p	131.8p	130.5p	130.5p	129.8p
			250g	Full price	150.7p	148.4p	146.9p	146.9p	146.2p
			750g	Base price	156.2p	153.9p	152.3p	152.3p	151.5p
			750g	Per gram increment	0.1364p	0.1344p	0.1330p	0.1330p	0.1323p
2nd Class	Mailmark	EBB	100g	Full price	78.4p	77.2p	75.7p	74.9p	74.2p
			250g	Full price	101.3p	99.8p	97.8p	96.7p	95.9p
			750g	Base price	107.6p	106.0p	103.8p	102.8p	101.9p
			750g	Per gram increment	0.1027p	0.1012p	0.0991p	0.0981p	0.0973p
	Manual Low Sort	LOI	100g	Full price	91.9p	90.5p	89.6p	89.6p	89.1p
			250g	Full price	119.3p	117.5p	116.3p	116.3p	115.7p
			750g	Base price	123.1p	121.3p	120.0p	120.0p	119.4p
			750g	Per gram increment	0.1182p	0.1164p	0.1152p	0.1152p	0.1147p
Economy	Mailmark	EBC	100g	Full price	69.7p	68.7p	67.3p	66.6p	66.1p
			250g	Full price	89.7p	88.4p	86.6p	85.7p	85.0p
			750g	Base price	90.0p	88.7p	86.9p	86.0p	85.3p
			750g	Per gram increment	0.1203p	0.1185p	0.1161p	0.1149p	0.1140p
	Manual Low Sort	LOJ	100g	Full price	82.3p	81.5p	81.1p	80.7p	80.7p
			250g	Full price	106.0p	104.9p	104.4p	103.9p	103.9p
			750g	Base price	107.6p	106.5p	106.0p	105.4p	105.4p
			750g	Per gram increment	0.1270p	0.1257p	0.1251p	0.1245p	0.1245p

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

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

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

Large Letters

Low Sort Trayed Mail Savings

	Saving per item
Low Sort Trayed Mail Savings	
Large Letters*	2.00p

*Maximum depth of 10mm applies to Business Mail Large Letters.

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

Tray Savings apply after all other discounts (VRDs, sortation etc) are applied but before VAT

Large Letters Low Sort Options

Delivery Speed	Option	Product Code	Weight up to and including	Price Type	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 Mailmark	EBP	100g	Full price	99.0p	98.0p	96.5p	95.0p	94.5p
			250g	Full price	112.1p	111.0p	109.3p	107.6p	107.1p
			750g	Base price	112.0p	110.9p	109.2p	107.5p	107.0p
			750g	Per gram increment	0.1208p	0.1196p	0.1178p	0.1160p	0.1154p
	Manual Low Sort	LOM	100g	Full price	115.2p	114.0p	113.5p	112.9p	111.7p
			250g	Full price	127.7p	126.4p	125.8p	125.1p	123.9p
			750g	Base price	129.6p	128.3p	127.7p	127.0p	125.7p
			750g	Per gram increment	0.1117p	0.1106p	0.1100p	0.1095p	0.1083p
2nd Class	Low Sort Mailmark	EBQ	100g	Full price	73.6p	72.9p	71.8p	70.7p	70.3p
			250g	Full price	93.6p	92.7p	91.3p	89.9p	89.4p
			750g	Base price	93.7p	92.8p	91.4p	90.0p	89.5p
			750g	Per gram increment	0.1130p	0.1119p	0.1102p	0.1085p	0.1079p
	Manual Low Sort	LON	100g	Full price	84.1p	83.3p	82.8p	82.4p	81.6p
			250g	Full price	107.9p	106.8p	106.3p	105.7p	104.7p
			750g	Base price	109.1p	108.0p	107.5p	106.9p	105.8p
			750g	Per gram increment	0.1116p	0.1105p	0.1099p	0.1094p	0.1083p

Prices in this table exclude VAT, which is charged at the standard rate.
Mailings of fewer than 1,000 items may be refused or charged at a higher rate.
*The price for Manual Low Sort is based on the number of items per mailing, not per day.

Large Letters Low Sort Trayed Mail Savings

	Saving per item
Low Sort Trayed Mail Savings	
Large Letters*	2.00p

*Maximum depth of 10mm applies for Publishing Mail Large Letters.
Prices in this table exclude VAT, which is charged at the standard rate.
Tray Savings apply after all other discounts (VRDs, sortation etc) are applied but before VAT.



Large Letters

Low Sort and Manual Options

Delivery Speed	Sort Option	Product Code	Weight up to and including	Price Type	Number of Direct items per day*				
					1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
1st Class	Large Letter Mailmark	PQC	100g	Full price	63.7p	63.0p	61.9p	61.0p	60.5p
			250g	Full price	70.2p	69.4p	68.2p	67.2p	66.7p
			750g	Base price	70.2p	69.4p	68.2p	67.2p	66.7p
			750g	Per gram increment	0.1828p	0.1808p	0.1777p	0.1750p	0.1737p
	Large Letter Manual (up to 25mm)	SBA	100g	Full price	71.8p	71.0p	69.8p	68.7p	68.2p
			250g	Full price	79.3p	78.4p	77.1p	75.9p	75.3p
			750g	Base price	79.5p	78.6p	77.3p	76.1p	75.5p
			750g	Per gram increment	0.2128p	0.2105p	0.2069p	0.2037p	0.2022p
2nd Class	Large Letter Mailmark	PQD	100g	Full price	45.9p	45.4p	44.6p	43.9p	43.6p
			250g	Full price	59.0p	58.4p	57.3p	56.5p	56.1p
			750g	Base price	60.7p	60.0p	59.0p	58.1p	57.7p
			750g	Per gram increment	0.1624p	0.1606p	0.1578p	0.1554p	0.1543p
	Large Letter Manual (up to 25mm)	SBB	100g	Full price	54.3p	53.7p	52.8p	52.0p	51.6p
			250g	Full price	69.8p	69.0p	67.8p	66.8p	66.3p
			750g	Base price	70.2p	69.4p	68.2p	67.2p	66.7p
			750g	Per gram increment	0.1903p	0.1882p	0.1849p	0.1821p	0.1808p

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

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

*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), and posted via the same product, format and magazine code, and only applies to direct items (residue items are not counted towards the calculation).

Large Letters

Low Sort Trayed Mail Savings

Saving per item	
Low Sort Trayed Mail Savings	
Large Letters*	2.00p

*Maximum depth of 25mm applies to Subscription Mail Large Letters.

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

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

Business Reply and Freepost

Business Reply and Freepost enable your customers to respond easily and cost-free to your outbound communications.

To get our lowest price, simply provide your customers with a pre-printed, machine-readable envelope, typically used for many financial transactions and customer orders. This is our **PLUS** option and is available for Letter format only.

If you want the flexibility of different sizes and weights to come back, then our **STANDARD** service covers all options.

Finally, if you want your customers to provide the envelope, and simply handwrite the return address, then **FREEPOST NAME** is ideal, as they only need to remember the name, not a postal address. Great if you are using broadcast media or off the page.

To get more detail on any of these options please visit royalmail.com/responseservices

Business Reply Plus and Freepost Plus

Business Reply Plus & Freepost Plus			
Format	Weight up to and including	1st Class	2nd Class
Letter*	100g	£1.19	83p

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 (up to 5mm x 165mm x 240mm in size).

Business Reply Standard and Freepost Standard

Business Reply Standard & Freepost Standard			
Format	Weight up to and including	1st Class	2nd Class
Letter	100g	£1.29	97p
Large Letter	100g	£1.62	£1.18
	250g	£2.30	£1.72
	500g	£3.12	£2.35
	750g	£4.48	£3.34
Parcels	1000g	£6.65	£5.15
	1250g	£9.95	N/A
	1500g	£11.95	N/A
	1750g	£12.95	N/A
	2000g	£13.95	N/A
	4000g	£17.95	N/A
For each additional 2kg or part thereof add		£5.75	N/A

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

For more information on Standard visit royalmail.com/standardresponseservices

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



Freepost NAME Prices

Freepost NAME		
Format	Weight up to and including	1st Class
Letter	100g	£1.30
Large Letter	100g	£1.74
	250g	£2.42
	500g	£3.24
	750g	£4.60
Parcels	1000g	£6.75
	1250g	£10.05
	1500g	£12.05
	1750g	£13.05
	2000g	£14.05
	4000g	£18.05
For each additional 2000g or part thereof add		£5.75

Prices in this table exclude VAT, which is charged at the standard rate.
For more information on Freepost visit royalmail.com/freepostname

Licence Fees – 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, Business Reply Standard and Freepost Standard	£99.90
Business Reply and Freepost Standard and Plus >10 licences	£98.00
Freepost NAME (first licence)	£353.00
Freepost NAME (subsequent licences)	£203.00

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



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.

	Price
Duration	
30 days	£336.00
60 days	£527.00
90 days	£688.00
180 days	£1,156.00
1 year	£1,653.00

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 royalmail.com/selectapost

	Price	Price
	If delivered to a single point	If delivered to multiple points
Fixed annual charge per selection*	£277.50	£277.50
Per 1,000 Letters	£45.00	£46.50
Per 1,000 Large Letters	£67.00	£69.00

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 royalmail.com/psd

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 royalmail.com/earlyextraction

Poll Card Mailing Options



Helping to Prepare for Elections

Royal Mail has a service exclusively available to local authorities that provides efficient and effective delivery of your poll cards.

To enquire about using the Poll Card option or to book a posting, please contact your **Account Manager** or our **Election Support Team** at postal.voting@royalmail.com or **0345 607 6424**.

The full product details are in the Poll Card Mailing Option User Guide which is available at royalmail.com/pollcardmailing

Poll Card Mailing Options		
Option	Product Code	Price per item
Poll Card Mailing Option no collection (i.e. mail taken to drop-off point)	PV6	53.8p
Poll Card Mailing Option with a collection for posting in the drop-off point area	PV5	55.0p
Poll Card Mailing Option with a collection for posting outside the drop-off point area	PV7	55.9p

All items must be bundled and placed in trays before posting.

Adjustment Charges



Mailmark Adjustment Charges

Fault	Applies to	Admin Fee	Per Item Fee	Notes	
Missorts	Mailmark Letters	N/A	13.53p	Adjustment charges only apply when one or a combination of charges results in a charge of £10 or more per eManifest Postcode and Delivery point suffix accuracy adjustment charges only apply if the combined result drops below 90% per eManifest	
	Mailmark Large Letters	N/A	43.95p		
International item as domestic	Mailmark	N/A	£2.69		
Non-machine processed	Mailmark Letters	N/A	2.86p		
	Mailmark Large Letters	N/A	5.08p		
Postcode accuracy	Mailmark Letters	N/A	11.28p		
	Mailmark Large Letters	N/A	22.19p		
Delivery point suffix accuracy	Mailmark Letters and Large Letters	N/A	1.21p		
Out of specification	Mailmark Letters	N/A	Mailmark Large Letter unit price		Letters will be charged the relevant Mailmark Large Letter unit price.
	Mailmark Large Letters	N/A	Manual Low Sort unit price		Large Letters will be charged the relevant Manual Low Sort unit price.
Missing or incorrect eManifest ID	Mailmark Letters and Large Letters	£36.15	N/A	per eManifest	
Unmanifested volume	Mailmark Letters and Large Letters	£36.15	0.64p Letters/ 1.01p Large Letters	per supply chain	
Duplicates eManifest/Seen	Mailmark Letters and Large Letters	£36.15	N/A	per eManifest	
Incorrect Supply Chain ID (SCID)	Mailmark Letters and Large Letters	£36.15	N/A	per eManifest	
Item ID mismatch	Mailmark Letters and Large Letters	£36.15	N/A	per eManifest	
Underdeclared	Mailmark Letters and Large Letters	N/A	In line with product declared in the eManifest	per eManifest	
Incorrect Format	Mailmark Letters and Large Letters	N/A	In line with product declared in the eManifest	per eManifest	
Incorrect Class	Mailmark Letters and Large Letters	N/A	In line with product declared in the eManifest	per eManifest	
Default Postcode	Mailmark Letters	N/A	1.50p		
	Mailmark Large Letters	N/A	1.50p		

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

Account and Advanced Charges

Fault	Applies to	Class	Format	Admin Fee	Per Item Fee
Barcode not seen	Unsorted Account	1st Class and 2nd Class	Letters	N/A	10p
		1st Class and 2nd Class	Large Letters	N/A	10p
Sales order underdeclared – UK	Account and Advanced	1st Class	Letters	N/A	£1.34
		2nd Class	Letters		85p
		1st Class	Large Letters		£2.60
		2nd Class	Large Letters		£1.81
Sales order underdeclared – International	Account and Advanced		Letters	N/A	£1.98
			Large Letters		£4.83
Not highly machinable	Advanced	1st Class	Letters	N/A	24p
		2nd Class	Letters		23p
		1st Class	Large Letters		24p
		2nd Class	Large Letters		23p
Missing sales order	Account and Advanced			£36.15	N/A
Incorrect sales order	Account and Advanced			£36.15	N/A
Incorrect format LL = P	Account and Advanced	1st Class 2nd Class		N/A	£4.50

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

Account and Advanced Charges apply to Business Mail and Advertising Mail products only.

Adjustment Charges



Machine-readable Adjustment Charges

Fault	Applies to	Admin Fee	Per item fee	Note
Low volume faults	Sorted machine-readable	£36.15	N/A	per posting
Medium volume low-impact faults	Sorted machine-readable	£36.15	N/A	per posting
Medium volume high-impact faults	Sorted machine-readable	£36.15	adjustment	10% of posting adjusted
High volume low-impact faults	Sorted and non-sorted machine-readable	£36.15	N/A	per posting
High volume high-impact faults	Sorted	£36.15	adjustment	100% of mailing adjusted
Incorrect licence design	BMA on account and Response Services	£36.15	N/A	per month

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

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

Other Adjustment Charges

Fault	Applies to	Admin Fee	Per item fee	Notes
Presentation errors	Sorted	£36.15	N/A	per posting
Incorrect labels/bag ties	Sorted	£36.15	34p	per label or tie
Incorrect cage cards	Sorted	£36.15	42p	per card used
Storage costs	Sorted	£36.15	42p	per cage per day
Overweight bags/bundles/trays	Sorted	£36.15	£1.09	per bag/bundle/tray generated
Overweight cages/yorks	Sorted	£36.15	£1.09	per cage/york generated
Minimum average items per selection	Sorted	£36.15	adjustment	100% of mailing
Bulk surcharging*	Unsorted	N/A	54p	per item
Response specification	Response Services	N/A	54p	per item
Missing sales order	All products	£36.15	N/A	per posting
Incorrect sales order	All products	£36.15	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.

All Royal Mail adjustment charges are available at royalmail.com/business/mail/surcharges

Contact

We hope that this tariff guide has been useful, but should you need any further help or advice, please contact your Account Manager or visit royalmail.com

Alternative formats

If it would help you to have this booklet in a different format, we can provide it free of charge as:

A large-print booklet An audio tape
An audio CD A braille booklet

Simply call us on **03457 950 950**.

If you're deaf or hearing or speech-impaired, we offer a service using the Relay UK service. Please dial Royal Mail **18001 0345 266 0075**.

We're open Monday to Friday 8am-6.30pm, Saturday 8am-3pm and Sunday 9am-2pm

Alternatively, using your minicom, please dial **03456 000 606**. The service is open Monday to Friday 8am-6pm and Saturday 8am-1pm.

If you would like to contact Parcelforce Worldwide using the Relay UK service, please dial **18001 0344 748 0019**. Our customer service advisors are available 8am-6.30pm Monday to Friday and 8am-12.30pm on Saturday, excluding UK Public and Bank Holidays.

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