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 5 October 2026

Royal Mail

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.

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**

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 (October 2026), 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**

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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	14
	EBD	Adv Mail Lo Sort 1C Mmk	13	15
	EBE	Adv Mail Lo Sort 2C Mmk	13	15
	EBF	Adv Mail Lo Sort Economy Mmk	13	15
	EBT	Adv Mail Unsorted 1C Mmk	13	14
	EBU	Adv Mail Unsorted 2C Mmk	13	14
	LOA	Manual Low Sort 1C	13	15
	LOB	Manual Low Sort 2C	13	15
	LOC	Manual Low Sort Economy	13	15
	UNC	Advertising Account Mail 1C Unsorted	13	14
	UND	Advertising Account Mail 2C Unsorted	13	14
	UNK	Advertising Advanced Mail 1C Unsorted	13	14
	UNL	Advertising Advanced Mail 2C Unsorted	13	14
Partially Addressed Mail	PAD	Partially Addressed Lo Sort 1C Mmk	16	17
	PAE	Partially Addressed Lo Sort 2C Mmk	16	17
	PAF	Partially Addressed Lo Sort Economy Mmk	16	17
Business Mail	EBA	Business Mail Lo Sort 1C Mmk	21	23
	EBB	Business Mail Lo Sort 2C Mmk	21	23
	EBC	Business Mail Lo Sort Economy Mmk	21	23
	EBR	Business Mail Unsorted 1C Mmk	20	22
	EBS	Business Mail Unsorted 2C Mmk	20	22
	LOH	Manual Low Sort 1C	21	23
	LOI	Manual Low Sort 2C	21	23
	LOJ	Manual Low Sort Economy	21	23
	STL	1st and 2nd Class Account Mail	20	22
	UNA	Business Mail Account 1C Unsorted	20	22
	UNB	Business Mail Account 2C Unsorted	20	22
	UNI	Business Mail Advanced 1C Unsorted	20	22
	UNJ	Business Mail Advanced 2C Unsorted	20	22
Publishing Mail	EBP	Publishing Mail Lo Sort 1C Mmk		24
	EBQ	Publishing Mail Lo Sort 2C Mmk		24
	LOM	Manual Low Sort 1C		24
	LON	Manual Low Sort 2C		24
Subscription Mail	PQC	Subscription Mmk 1C		25
	PQD	Subscription Mmk 2C		25
	SBA	1C Subscription Mail Up To 25mm		25
	SBB	2C Subscription Mail Up To 25mm		25
Poll Card Mailing Options	PV5	Poll Card Mailing Option No Collection	30	
	PV6	Poll Card Mailing Option With Collection	30	
	PV7	Poll Card Mailing Option National Collection	30	

Marketing Services

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
- 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
- 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.

General Correspondence Products

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 then 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.

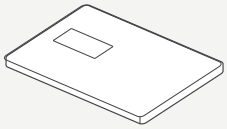
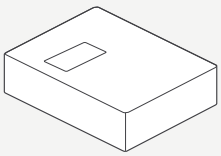
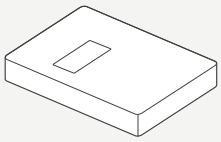
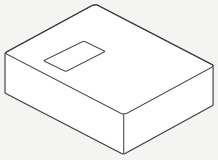
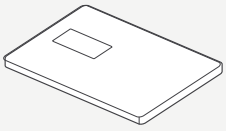
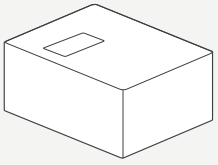
How do you access these services?

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 	✓	✓		✓			✓
Large Letter: up to 750g	max W250mm max L353mm max D25mm 	✓			✓	✓		✓
Large Letter: machine-readable up to 750g	max W245mm max L345mm max D13mm 	✓	✓		✓	✓	✓	
Large Letter: manual up to 750g	max W245mm max L345mm max D25mm 						✓	
Door to Door: up to 150g*	max W210mm max L297mm max D5mm 			✓				
Parcel: up to 2kg	over W297mm over L420mm over D25mm 							✓

*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 Low Sort Mailmark 2nd Class option posting of 62,000 Large Letters weighing 302g each.

Step 1
The base price for Low Sort Mailmark Advertising Mail = 80.6p + (302g – 250g) x 0.2004p = 91.0208p rounded to the nearest 1/10th of a Penny = 91.0p

Step 2
Total for this mailing = (91.0p x 62,000) = £56,420.00

Step 3
Low Sort Mailmark Large Letter mailings presented in trays will save 2.00p per item = (2.00p x 62,000)/100 = £1240.00

Total tray price of mailing = £56,420 - £1,240.00 = £55,180.00

(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).

Advertising Mail

Letters

Standard and Highly Machine-readable Unsorted Options

					Number of items per sales order†		
Delivery Speed	Letter	Option	Product Code	Weight up to and including	1,000-2,499	2,500-9,999	10,000+
1st Class	Standard Unsorted	Standard	CLN	100g	180.0p	180.0p	180.0p
		Account††	UNC	100g	172.0p	168.3p	164.3p
	Highly Machine-readable Unsorted	Advanced	UNK	100g	156.0p	153.1p	148.4p
		Mailmark	EBT	100g	155.2p	152.6p	147.8p
2nd Class	Standard Unsorted	Standard	CLN	100g	80.0p	80.0p	80.0p
		Account††	UND	100g	66.8p	65.5p	64.1p
	Highly Machine-readable Unsorted	Advanced	UNL	100g	51.8p	50.5p	49.2p
		Mailmark	EBU	100g	48.3p	47.3p	46.3p

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 the equivalent Standard Unsorted (CLN) price.
†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

				Number of items per sales day*			
Delivery Speed	Letter	Product Code	Weight up to and including	4,000-19,999	20,000-39,999	40,000-79,999	80,000+
1st Class	Low Sort Mailmark	EBD	100g	168.0p	165.4p	162.1p	160.4p
	Manual Low Sort	LOA	100g	176.2p	176.2p	176.2p	176.2p
2nd Class	Low Sort Mailmark	EBE	100g	44.2p	43.5p	42.6p	42.2p
	Manual Low Sort	LOB	100g	55.7p	55.7p	55.7p	55.7p
Economy	Low Sort Mailmark	EBF	100g	34.4p	33.9p	33.2p	32.9p
	Manual Low Sort	LOC	100g	46.6p	46.6p	46.6p	46.6p

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 the equivalent Standard Unsorted (CLN) price.
*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

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.

Advertising Mail

Large Letters

Standard and Highly Machine-readable Unsorted Options

					Number of items per sales order†		
Delivery Speed	Unsorted Option Large Letters	Option	Product Code	Weight up to and including	250-749	750-1,999	2,000+
1st Class	Standard Unsorted	Standard Tariff	CLN	100g	293.0p	293.0p	293.0p
				250g	328.0p	328.0p	328.0p
				500g	330.0p	330.0p	330.0p
				750g	330.0p	330.0p	330.0p
		Account††	UNC	100g	274.7p	270.4p	264.6p
				250g	295.4p	290.7p	284.6p
				500g	308.1p	303.3p	296.9p
				750g	323.9p	318.8p	312.1p
	Highly Machine-readable	Mailmark	EBT	100g	225.0p	220.1p	215.5p
				250g	242.0p	236.7p	231.8p
				500g	252.4p	246.9p	241.8p
				750g	265.3p	259.5p	254.2p
		Advanced	UNK	100g	237.5p	233.2p	227.5p
				250g	255.4p	250.7p	244.6p
				500g	266.4p	261.6p	255.2p
				750g	280.0p	274.9p	268.2p
2nd Class	Standard Unsorted	Standard Tariff	CLN	100g	112.0p	112.0p	112.0p
				250g	160.0p	160.0p	160.0p
				500g	194.0p	194.0p	194.0p
				750g	245.0p	245.0p	245.0p
		Account††	UND	100g	101.5p	99.4p	97.3p
				250g	148.7p	145.7p	142.7p
				500g	182.2p	178.5p	174.8p
				750g	232.5p	227.7p	223.0p
	Highly Machine-readable	Mailmark	EBU	100g	95.5p	93.4p	91.5p
				250g	140.1p	137.0p	134.1p
				500g	171.6p	167.8p	164.3p
				750g	218.9p	214.1p	209.6p
		Advanced	UNL	100g	102.3p	99.9p	98.3p
				250g	150.0p	146.5p	144.1p
				500g	183.7p	179.5p	176.6p
				750g	234.4p	228.9p	225.3p

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 the equivalent Standard Unsorted (CLN) price.
†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.

Advertising Mail

Large Letters
Low Sort Option

					Number of items per day*			
Delivery Speed	Option	Product Code	Weight up to and including	Price Type	1,000-9,999	10,000-19,999	20,000-39,999	40,000+
1st Class	Low Sort Mailmark	EBD	100g	Full price	195.4p	192.5p	188.6p	186.6p
			250g	Full price	210.9p	207.7p	203.5p	201.4p
			750g	Base price	211.9p	208.7p	204.5p	202.4p
			750g	Per gram increment	0.0667p	0.0657p	0.0644p	0.0637p
	Manual Low Sort	LOA	100g	Full price	229.8p	229.8p	229.8p	229.8p
			250g	Full price	249.8p	249.8p	249.8p	249.8p
			750g	Base price	250.9p	250.9p	250.9p	250.9p
			750g	Per gram increment	0.0265p	0.0265p	0.0265p	0.0265p
2nd Class	Low Sort Mailmark	EBE	100g	Full price	60.5p	59.6p	58.4p	57.8p
			250g	Full price	83.8p	82.5p	80.9p	80.0p
			750g	Base price	84.4p	83.1p	81.4p	80.6p
			750g	Per gram increment	0.2098p	0.2067p	0.2025p	0.2004p
	Manual Low Sort	LOB	100g	Full price	71.9p	71.9p	71.9p	71.9p
			250g	Full price	97.7p	97.7p	97.7p	97.7p
			750g	Base price	104.5p	104.5p	104.5p	104.5p
			750g	Per gram increment	0.1416p	0.1416p	0.1416p	0.1416p
Economy	Low Sort Mailmark	EBF	100g	Full price	53.0p	52.2p	51.1p	50.6p
			250g	Full price	71.9p	70.8p	69.4p	68.7p
			750g	Base price	71.9p	70.8p	69.4p	68.7p
			750g	Per gram increment	0.0736p	0.0725p	0.0710p	0.0703p
	Manual Low Sort	LOC	100g	Full price	62.3p	62.3p	62.3p	62.3p
			250g	Full price	85.7p	85.7p	85.7p	85.7p
			750g	Base price	87.7p	87.7p	87.7p	87.7p
			750g	Per gram increment	0.0723p	0.0723p	0.0723p	0.0723p

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 the equivalent Standard Unsorted (CLN) price.
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
Low Sort Trayed Mail Savings

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

*Maximum depth of 13mm applies to Advertising Mail Large Letters.
Discounts apply after all other discounts (VRDs, sortation etc) are applied but before MASBOF levy and VAT.

Partially Addressed Mail

Letters

Low Sort Options

				Number of items per day*			
Delivery Speed	Letters	Product Code	Weight up to and including	10,000-19,999	20,000-39,999	40,000-79,999	80,000+
1st Class	Low Sort Mailmark	PAD	100g	160.4p	157.0p	154.5p	152.8p
2nd Class	Low Sort Mailmark	PAE	100g	41.8p	41.3p	40.1p	40.1p
Economy	Low Sort Mailmark	PAF	100g	32.8p	32.4p	31.3p	31.3p

Prices in this table exclude VAT, which is charged at the standard rate.
Mailings of fewer than 10,000 Letters may be charged at the equivalent Standard Unsorted (CLN) price.
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.

Partially Addressed Mail

Large Letters

Low Sort Option

					Number of items per day*		
Delivery Speed	Option	Product Code	Weight up to and including	Price Type	10,000- 19,999	20,000- 39,999	40,000+
1st Class	Low Sort Mailmark	PAD	100g	Full price	187.6p	183.7p	181.7p
			250g	Full price	202.5p	198.2p	196.1p
			750g	Base price	203.4p	199.2p	197.1p
			750g	Per gram increment	0.0331p	0.0324p	0.0321p
2nd Class	Low Sort Mailmark	PAE	100g	Full price	56.8p	56.1p	55.5p
			250g	Full price	82.8p	81.9p	81.0p
			750g	Base price	83.3p	82.4p	81.5p
			750g	Per gram increment	0.1828p	0.1808p	0.1788p
Economy	Low Sort Mailmark	PAF	100g	Full price	50.8p	50.8p	50.2p
			250g	Full price	67.6p	67.6p	66.8p
			750g	Base price	68.7p	68.7p	67.9p
			750g	Per gram increment	0.0469p	0.0469p	0.0464p

Prices in this table exclude VAT, which is charged at the standard rate.
Mailings of fewer than 10,000 Letters may be charged at the equivalent Standard Unsorted (CLN) price.
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 13mm 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.

Door to Door

The complete 2026 Door to Door rate card is available to download at **royalmail.com/prices2026**

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

Standard Bookings

	Number of items per contract (price per 1,000 items)		
Weight up to and including	Up to 25,000	25,001-100,000	100,001-200,000*
20g	£84.00	£82.44	£81.94
35g	£91.56	£89.86	£89.31
60g	£117.60	£115.42	£114.72
80g	£128.52	£126.13	£125.37
100g	£149.52	£146.74	£145.85
120g	£219.86	£197.17	£193.55
140g	£246.27	£220.85	£216.80
150g	£265.13	£237.77	£233.40

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

	Number of items per contract (price per 1,000 items)		
Weight up to and including	Up to 25,000	25,001-100,000	100,001 - 200,000
20g	£75.60	£74.19	£71.15
35g	£82.40	£80.87	£77.55
60g	£105.84	£103.87	£99.61
80g	£115.67	£113.51	£108.86
100g	£134.57	£132.06	£126.65

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.

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 18-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**

Business Mail

Letters

Standard and Highly Machine-readable Unsorted Options

					Number of items per sales order†				
Delivery Speed	Letter	Option	Product Code	Weight up to and including	1-249	250-999	1000-2499	2500-9999	10,000+
1st Class	Standard Unsorted	Standard Tariff	STL	100g	180.0p	180.0p	180.0p	180.0p	180.0p
		Account††	UNA	100g	177.0p	177.0p	172.0p	168.3p	164.3p
	Highly Machine-readable Unsorted	Advanced	UNI	100g	177.0p	160.9p	156.0p	153.1p	148.4p
		Mailmark	EBR	100g	177.0p	158.8p	155.2p	152.6p	147.8p
2nd Class	Standard Unsorted	Standard Tariff	STL	100g	91.0p	91.0p	91.0p	91.0p	91.0p
		Account††	UNB	100g	88.0p	88.0p	85.9p	84.0p	82.7p
	Highly Machine-readable Unsorted	Advanced	UNJ	100g	88.0p	87.0p	85.2p	83.3p	82.3p
		Mailmark	EBS	100g	88.0p	86.0p	84.5p	82.6p	81.8p

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**

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	194.0p
	BMA Qualifying	100g	See table above
	BMA not qualifying	100g	177.0p
2nd Class	Initial Franked Price	100g	104.0p
	BMA Qualifying	100g	See table above
	BMA not qualifying	100g	88.0p

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.

Business Mail

Letters

Low Sort options

				Number of items per day*			
Delivery Speed	Option	Product Code	Weight up to and including	4,000-19,999	20,000-39,999	40,000-79,999	80,000+
1st Class	Low Sort Mailmark	EBA	100g	168.0p	165.4p	162.1p	160.4p
	Manual Low Sort	LOH	100g	176.2p	176.2p	176.2p	176.2p
2nd Class	Low Sort Mailmark	EBB	100g	87.0p	85.7p	84.0p	83.1p
	Manual Low Sort	LOI	100g	88.0p	88.0p	88.0p	88.0p
Economy	Low Sort Mailmark	EBC	100g	86.0p	84.7p	83.0p	82.1p
	Manual Low Sort	LOJ	100g	87.0p	87.0p	87.0p	87.0p

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 the equivalent Standard Unsorted (STL) price.

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.

Business Mail

Large Letters

Standard and Highly Machine-readable Unsorted Options

					Number of items per sales order			
Delivery Speed	Unsorted Option Large Letters	Option	Product Code	Weight up to and including	1-249	250-749	750-1999	2000+
1st Class	Standard Unsorted	Standard Tariff	STL	100g	293.0p	293.0p	293.0p	293.0p
				250g	328.0p	328.0p	328.0p	328.0p
				500g	330.0p	330.0p	330.0p	330.0p
				750g	330.0p	330.0p	330.0p	330.0p
		Account[++]	UNA	100g	279.0p	274.7p	270.4p	264.6p
				250g	300.0p	295.4p	290.7p	284.6p
				500g	313.0p	308.1p	303.3p	296.9p
				750g	329.0p	323.9p	318.8p	312.1p
	Highly Machine-readable	Mailmark	EBR	100g	279.0p	225.0p	220.1p	215.5p
				250g	300.0p	242.0p	236.7p	231.8p
				500g	313.0p	252.4p	246.9p	241.8p
				750g	329.0p	265.3p	259.5p	254.2p
		Advanced[†]	UNI	100g	279.0p	237.5p	233.2p	227.5p
				250g	300.0p	255.4p	250.7p	244.6p
				500g	313.0p	266.4p	261.6p	255.2p
				750g	329.0p	280.0p	274.9p	268.2p
2nd Class	Standard Unsorted	Standard Tariff	STL	100g	155.0p	155.0p	155.0p	155.0p
				250g	185.0p	185.0p	185.0p	185.0p
				500g	230.0p	230.0p	230.0p	230.0p
				750g	250.0p	250.0p	250.0p	250.0p
		Account[++]	UNB	100g	141.0p	138.7p	135.8p	132.6p
				250g	177.0p	174.1p	170.5p	166.5p
				500g	220.0p	216.4p	211.9p	206.9p
				750g	250.0p	245.9p	240.8p	235.1p
	Highly Machine-readable	Mailmark	EBS	100g	141.0p	126.3p	123.6p	121.0p
				250g	177.0p	158.6p	155.1p	151.9p
				500g	217.4p	194.8p	190.5p	186.6p
				750g	246.7p	221.0p	216.2p	211.7p
		Advanced[†]	UNJ	100g	141.0p	132.6p	129.6p	126.2p
				250g	177.0p	166.5p	162.6p	158.4p
				500g	219.4p	206.4p	201.6p	196.3p
				750g	246.7p	232.1p	226.7p	220.8p

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**

Business Mail

Large Letters
Low Sort Option

					Number of items per day*			
Delivery Speed	Option	Product Code	Weight up to and including	Price Type	1,000-9,999	10,000-19,999	20,000-39,999	40,000+
1st Class	Mailmark	EBA	100g	Full price	195.4p	192.5p	188.6p	186.6p
			250g	Full price	210.9p	207.7p	203.5p	201.4p
			750g	Base price	211.9p	208.7p	204.5p	202.4p
			750g	Per gram increment	0.0667p	0.0657p	0.0644p	0.0637p
	Manual Low Sort	LOH	100g	Full price	229.8p	229.8p	229.8p	229.8p
			250g	Full price	249.8p	249.8p	249.8p	249.8p
			750g	Base price	250.9p	250.9p	250.9p	250.9p
			750g	Per gram increment	0.0265p	0.0265p	0.0265p	0.0265p
2nd Class	Mailmark	EBB	100g	Full price	119.0p	117.2p	114.8p	113.6p
			250g	Full price	147.7p	145.5p	142.5p	141.1p
			750g	Base price	148.9p	146.7p	143.7p	142.2p
			750g	Per gram increment	0.0957p	0.0943p	0.0924p	0.0914p
	Manual Low Sort	LOI	100g	Full price	132.6p	132.6p	132.6p	132.6p
			250g	Full price	166.5p	166.5p	166.5p	166.5p
			750g	Base price	167.6p	167.6p	167.6p	167.6p
			750g	Per gram increment	0.1046p	0.1046p	0.1046p	0.1046p
Economy	Mailmark	EBC	100g	Full price	105.8p	104.2p	102.1p	101.0p
			250g	Full price	136.7p	134.6p	131.9p	130.5p
			750g	Base price	138.0p	135.9p	133.2p	131.8p
			750g	Per gram increment	0.0544p	0.0536p	0.0525p	0.0520p
	Manual Low Sort	LOJ	100g	Full price	120.0p	120.0p	120.0p	120.0p
			250g	Full price	150.4p	150.4p	150.4p	150.4p
			750g	Base price	151.5p	151.5p	151.5p	151.5p
			750g	Per gram increment	0.0734p	0.0734p	0.0734p	0.0734p

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 the equivalent Standard Unsorted (STL) price.
*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 13mm 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

Publishing Mail

Large Letters

Low Sort Options

					Number of items per day*			
Delivery Speed	Option	Product Code	Weight up to and including	Price Type	1,000-9,999	10,000-19,999	20,000-39,999	40,000+
1st Class	Low Sort Mailmark	EBP	100g	Full price	181.5p	179.7p	177.0p	174.2p
			250g	Full price	196.8p	194.8p	191.9p	188.9p
			750g	Base price	197.8p	195.8p	192.9p	189.9p
			750g	Per gram increment	0.0461p	0.0456p	0.0449p	0.0443p
	Manual Low Sort	LOM	100g	Full price	211.2p	211.2p	211.2p	211.2p
			250g	Full price	226.0p	226.0p	226.0p	226.0p
			750g	Base price	227.0p	227.0p	227.0p	227.0p
			750g	Per gram increment	0.0315p	0.0315p	0.0315p	0.0315p
2nd Class	Low Sort Mailmark	EBQ	100g	Full price	111.4p	110.3p	108.6p	106.9p
			250g	Full price	142.3p	140.9p	138.7p	136.6p
			750g	Base price	143.6p	142.2p	140.0p	137.9p
			750g	Per gram increment	0.0250p	0.0248p	0.0244p	0.0240p
	Manual Low Sort	LON	100g	Full price	128.7p	128.7p	128.7p	128.7p
			250g	Full price	165.1p	165.1p	165.1p	165.1p
			750g	Base price	166.4p	166.4p	166.4p	166.4p
			750g	Per gram increment	0.0396p	0.0396p	0.0396p	0.0396p

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 the equivalent Standard Unsorted (STL) price.
*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 13mm 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.

Subscription Mail

Large Letters

Low Sort and Manual Options

					Number of Direct items per day*				
Delivery Speed	Sort Option	Product Code	Weight up to and including	Price Type	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	77.4p	76.5p	75.2p	74.1p	73.5p
			250g	Full price	85.4p	84.5p	83.0p	81.7p	81.1p
			750g	Base price	85.4p	84.5p	83.0p	81.7p	81.1p
			750g	Per gram increment	0.1525p	0.1508p	0.1482p	0.1459p	0.1449p
	Large Letter Manual (up to 25mm)	SBA	100g	Full price	89.2p	88.2p	86.7p	85.4p	84.7p
			250g	Full price	98.6p	97.5p	95.8p	94.4p	93.7p
			750g	Base price	98.8p	97.7p	96.0p	94.6p	93.9p
			750g	Per gram increment	0.1742p	0.1723p	0.1693p	0.1667p	0.1655p
2nd Class	Large Letter Mailmark	PQD	100g	Full price	53.2p	52.6p	51.7p	50.9p	50.5p
			250g	Full price	68.5p	67.7p	66.6p	65.6p	65.1p
			750g	Base price	70.5p	69.7p	68.5p	67.5p	67.0p
			750g	Per gram increment	0.1429p	0.1413p	0.1389p	0.1368p	0.1358p
	Large Letter Manual (up to 25mm)	SBB	100g	Full price	64.5p	63.8p	62.7p	61.7p	61.3p
			250g	Full price	82.8p	81.9p	80.5p	79.2p	78.7p
			750g	Base price	83.3p	82.4p	81.0p	79.7p	79.1p
			750g	Per gram increment	0.1642p	0.1624p	0.1596p	0.1571p	0.1560p

Prices in this table exclude VAT, which is charged at the standard rate.
Mailings of fewer than 1,000 items may be charged at the equivalent Standard Unsorted (STL) price.
*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.

Response Services

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	£1.77	89p

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	£2.02	£1.16
Large Letter	100g	£2.51	£1.35
	250g	£3.40	£1.87
	500g	£4.62	£2.69
	750g	£6.63	£3.82
Parcels	1000g	£8.55	£6.55
	1250g	£12.95	N/A
	1500g	£15.95	N/A
	1750g	£16.95	N/A
	2000g	£17.95	N/A
	4000g	£23.95	N/A
For each additional 2kg or part thereof add		£7.35	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.

Response Services

Freepost NAME Prices

Freepost NAME		
Format	Weight up to and including	1st Class
Letter	100g	£2.03
Large Letter	100g	£2.61
	250g	£3.50
	500g	£4.72
	750g	£6.73
Parcels	1000g	£8.65
	1250g	£13.05
	1500g	£16.05
	1750g	£17.05
	2000g	£18.05
	4000g	£24.05
For each additional 2000g or part thereof add		£7.35

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.

	Annual Licence Fee
Service	
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)	£408.00
Freepost NAME (subsequent licences)	£240.00

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

Response Services

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	£370.00
60 days	£580.00
90 days	£757.00
180 days	£1,272.00
1 year	£1,818.00

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

Inbound Mail Services

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)	PV5	80.9p
Poll Card Mailing Option with a collection for posting in the drop-off point area	PV6	82.8p
Poll Card Mailing Option with a collection for posting outside the drop-off point area	PV7	84.1p

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	14.62p	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	47.52p	
International item as domestic	Mailmark	N/A	£3.74	
Not machine processed/ barcode not seen	Mailmark Letters	N/A	2.00p	
	Mailmark Large Letters	N/A	6.25p	
Postcode accuracy	Mailmark Letters	N/A	12.19p	
	Mailmark Large Letters	N/A	23.98p	
Delivery point suffix accuracy	Mailmark Letters and Large Letters	N/A	2.00p	
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	£39.10	N/A	per eManifest
Unmanifested volume	Mailmark Letters and Large Letters	£39.10	0.50p Letters/ 1.09p Large Letters	per supply chain
Duplicates eManifest/Seen	Mailmark Letters and Large Letters	£39.10	N/A	per eManifest
Incorrect Supply Chain ID (SCID)	Mailmark Letters and Large Letters	£39.10	N/A	per eManifest
Item ID mismatch	Mailmark Letters and Large Letters	£39.10	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	2.00p	
	Mailmark Large Letters	N/A	2.00p	

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 1st Class and 2nd Class	Letters	N/A	3p
			Large Letters	N/A	14p
Sales order underdeclared – UK	Account and Advanced	1st Class 2nd Class 1st Class 2nd Class	Letters Letters Large Letters Large Letters	N/A	£1.80 91p £3.30 £1.85
Sales order underdeclared – International	Account and Advanced		Letters Large Letters	N/A	£1.98 £4.83
Not highly machinable	Advanced	1st Class 2nd Class 1st Class 2nd Class	Letters Letters Large Letters Large Letters	N/A	16p 2p 37p 6p
Missing sales order	Account and Advanced			£39.10	N/A
Incorrect sales order	Account and Advanced			£39.10	N/A
Incorrect format LL = P	Account and Advanced	1st Class 2nd Clas		N/A	£6.25

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	£39.10	N/A	per posting
Medium volume low-impact faults	Sorted machine-readable	£39.10	N/A	per posting
Medium volume high-impact faults	Sorted machine-readable	£39.10	adjustment	10% of posting adjusted
High volume low-impact faults	Sorted and non-sorted machine-readable	£39.10	N/A	per posting
High volume high-impact faults	Sorted	£39.10	adjustment	100% of mailing adjusted
Incorrect licence design	BMA on account and Response Services	£39.10	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	£39.10	N/A	per posting
Incorrect labels/bag ties	Sorted	£39.10	47p	per label or tie
Incorrect cage cards	Sorted	£39.10	59p	per card used
Storage costs	Sorted	£39.10	59p	per cage per day
Overweight bags/bundles/trays	Sorted	£39.10	£1.52	per bag/bundle/ tray generated
Overweight cages/yorks	Sorted	£39.10	£1.52	per cage/york generated
Minimum average items per selection	Sorted	£39.10	adjustment	100% of mailing
Bulk surcharging*	Unsorted	N/A	76p	per item
Response specification	Response Services	N/A	76p	per item
Missing sales order	All products	£39.10	N/A	per posting
Incorrect sales order	All products	£39.10	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 CD
An audio tape
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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