



Advertising Mail Rate card

**Royal Mail Advertising Mail®
(including Sustainable®)**

March 2020

Helping your business thrive and prosper

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

Royal Mail is the UK's designated Universal Postal Service Provider, supporting customers, businesses and communities across the country. We are the only company that has the capability to deliver a 'one-price-goes-anywhere', six-days-a-week service on a range of letters and parcels to more than 30 million addresses across the UK.

Online Price Calculator

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

royalmailtechnical.com/calculator

For all other prices visit

royalmail.com/current-postage-prices

From 23 March 2020 prices in this rate card can be found at **royalmail.com/advertising-mail**

Although correct at the time this price guide was produced (February 2020), postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.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**

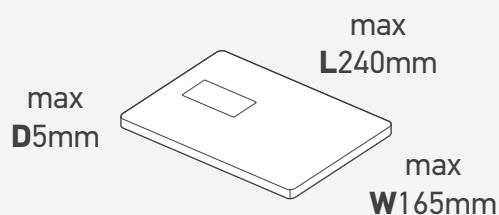
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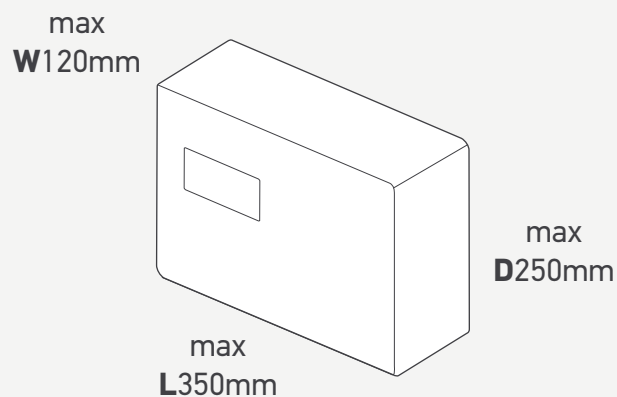
Know your formats

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

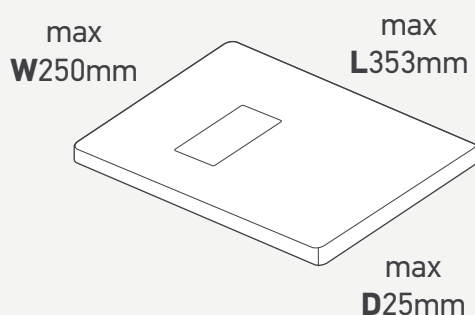
Letter Up to 100g



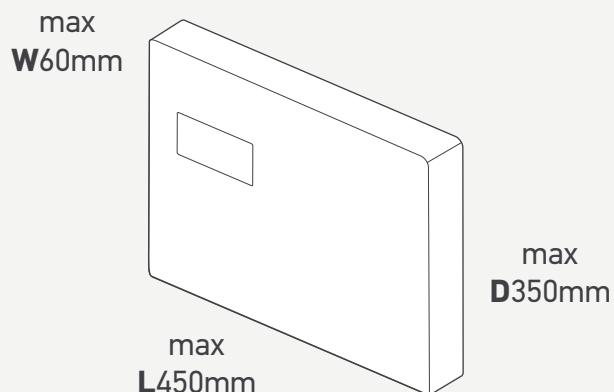
Parcel – 'Shoebox' Up to 2kg



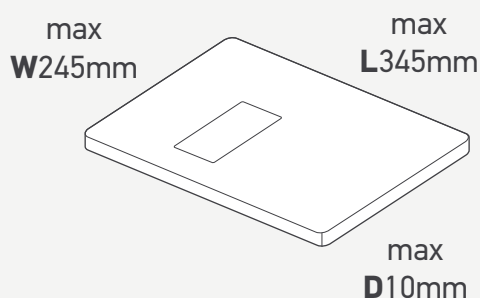
Large Letter Up to 750g



Parcel – 'Board Game' Up to 2kg



Large Letter – machine readable Up to 750g



Advertising Mail

Unsorted

Table 1 – Letter: Standard unsorted options

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per sales order [†]			
				1,000–2,499	2,500–9,999	10,000–24,999	25,000+
1st Class	Standard	CLN	100g	64.7p	63.5p	62.2p	60.9p
	Account ^{††}	UNC	100g	59.8p	58.7p	57.5p	56.2p
2nd Class	Standard	CLN	100g	39.2p	38.5p	37.7p	36.9p
	Account ^{††}	UND	100g	37.3p	36.6p	35.8p	35.0p

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

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

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

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

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

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

Unsorted

Table 2 – Letter: Machine-readable unsorted options

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per sales order [†]			
				1000–2499	2500–9999	10000–24999	25,000+
1st Class	Advanced	UNK	100g	50.4p	49.3p	48.3p	47.2p
	Mailmark	EBT	100g	48.6p	47.6p	46.6p	45.5p
	OCR	CLF	100g	53.1p	51.9p	50.9p	49.7p
2nd Class	Advanced	UNL	100g	29.7p	29.1p	28.5p	27.9p
	Mailmark	EBU	100g	29.0p	28.4p	27.8p	27.2p
	OCR	CLH	100g	30.9p	30.2p	29.6p	28.9p

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

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

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

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

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

Advertising Mail

Unsorted

Table 3 – Large Letter: Standard unsorted options

Delivery Speed	Option	Product Code	Weight up to and including	Number of items per sales order [†]			
				250–749	750–1999	2000–4999	5000+
1st Class	Standard	CLN	100g	98.5p	96.5p	94.5p	92.5p
			250g	135.5p	132.8p	130.0p	127.3p
			500g	172.0p	168.5p	165.0p	161.5p
			750g	240.6p	235.7p	230.9p	226.0p
	Account ^{††}	UNC	100g	93.6p	91.7p	89.8p	87.9p
			250g	130.6p	128.0p	125.3p	122.7p
			500g	167.1p	163.7p	160.3p	156.9p
			750g	236.2p	231.4p	226.6p	221.8p
2nd Class	Standard	CLN	100g	68.5p	67.1p	65.7p	64.3p
			250g	96.5p	94.6p	92.6p	90.7p
			500g	125.1p	122.6p	120.0p	117.5p
			750g	177.3p	173.7p	170.1p	166.5p
	Account ^{††}	UND	100g	63.5p	62.2p	61.0p	59.7p
			250g	91.6p	89.7p	87.9p	86.0p
			500g	120.2p	117.7p	115.3p	112.9p
			750g	172.4p	168.9p	165.4p	161.9p

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

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

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

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

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

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

Advertising Mail

Unsorted

Table 4 – Large Letter: Machine-readable unsorted options

				Number of items per sales order [†]				
Delivery Speed	Option	Product Code	Weight up to and including	1-249	250-749	750-1,999	2,000-4,999	5,000+
1st Class	Mailmark	EBT	100g	96.1p	82.9p	81.1p	79.4p	77.6p
			250g	132.6p	114.3p	111.8p	109.5p	107.1p
			500g	175.4p	151.2p	147.9p	144.9p	141.6p
			750g	250.0p	215.6p	210.9p	206.5p	201.9p
	Advanced	UNK	100g	96.1p	85.2p	83.3p	81.6p	79.7p
			250g	132.6p	117.6p	114.9p	112.6p	110.0p
			500g	171.6p	152.2p	148.7p	145.7p	142.4p
			750g	243.8p	216.2p	211.2p	207.0p	202.3p
	OCR	CLF	100g	n/a	88.9p	87.0p	85.2p	83.3p
			250g	n/a	125.8p	123.0p	120.4p	117.8p
			500g	n/a	163.1p	159.5p	156.2p	152.7p
			750g	n/a	230.9p	225.8p	221.1p	216.2p
2nd Class	Mailmark	EBU	100g	65.3p	60.1p	58.8p	57.6p	56.3p
			250g	93.9p	86.5p	84.6p	82.8p	81.0p
			500g	124.2p	114.4p	111.9p	109.6p	107.1p
			750g	177.7p	163.7p	160.1p	156.8p	153.3p
	Advanced	UNL	100g	65.3p	63.9p	62.6p	61.3p	60.0p
			250g	93.8p	91.8p	90.0p	88.1p	86.2p
			500g	124.1p	121.5p	119.0p	116.5p	114.1p
			750g	177.7p	173.9p	170.4p	166.9p	163.3p
	OCR	CLH	100g	n/a	65.7p	64.3p	63.0p	61.5p
			250g	n/a	92.8p	90.8p	88.9p	86.9p
			500g	n/a	120.8p	118.2p	115.7p	113.2p
			750g	n/a	172.9p	169.1p	165.6p	161.9p

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

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

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

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

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

Advertising Mail

Low Sort

Table 1 – Full prices and per gram increments

Format	Weight	1st Class		2nd Class		Economy	
		Full Price	Per Gram Increment	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Letter Mailmark	0-100g	61.6p	n/a	29.7p	n/a	26.7p	n/a
Letter OCR	0-100g	64.0p	n/a	30.5p	n/a	27.6p	n/a
Large Letter OCR	0-100g	81.9p	n/a	40.4p	n/a	35.1p	n/a
	101-250g	93.0p	n/a	53.9p	n/a	47.3p	n/a
	251-750g	93.3p	0.2651p	54.0p	0.1364p	47.4p	0.1354p
Large Letter Mailmark	0-100g	77.8p	n/a	38.9p	n/a	33.6p	n/a
	101-250g	87.8p	n/a	51.9p	n/a	45.2p	n/a
	251-750g	88.0p	0.2351p	52.0p	0.1293p	45.3p	0.1269p

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Low Sort

Table 2 – Sortation and machine-readable discount

	Weight	1st Class	2nd Class	Economy
		Direct Items	Direct Items	Direct Items
Letter OCR	0-100g	19.76%	19.73%	19.79%
Letter Mailmark	0-100g	22.77%	22.95%	23.06%
Large Letter OCR	0-100g	11.00%	10.47%	10.30%
	101-250g	10.60%	10.04%	10.04%
	251-750g	11.00%	10.20%	10.20%
Large Letter Mailmark	0-100g	14.50%	14.17%	14.07%
	101-250g	14.50%	13.97%	13.90%
	251-750g	14.00%	13.80%	13.70%

Advertising Mail

Low Sort

Table 3 – Volume Related Discount*

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

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

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

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

Low Sort

Table 4 – Trayed Mail Savings

	Saving per item
Low Sort Letters	0.30p
Low Sort Large Letters (up to 10mm thick)	1.00p

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

Advertising Mail

Calculating the price of your mailing

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

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

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

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

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

Worked example

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

Step 1: The full price for a Low Sort Economy option 80g Letter = 26.7p from Table 1.

Step 2: Sortation and machine-readable discount for Low Sort Letter Mailmark = 19.79% from Table 2.

Step 3: VRD from Table 3 = 4.50%, added to the sortation and machine-readable discount of 19.79% gives total aggregate discount of 24.29%.

Step 4: Price per item = $26.7p \times (100\% - 24.29\%) = 20.2146p$.

Step 5: Total price of mailing = $(20.2146p \times 102,000)/100 = £20,618.89$
(excluding VAT and Mailing Standards Levy).

Trayed Mail Savings:

Low Sort Letter mailings presented in trays will save 0.30p per item from Table 4 = $(0.30p \times 102,000)/100 = £306.00$ (excluding VAT and Mailing Standards Levy).

Total tray price of mailing = $£20,618.89 - £306.00 = £20,312.89$
(excluding VAT and Mailing Standards Levy).

Advertising Mail

High Sort

Table 1 – Full prices and per gram increments

		1st Class		2nd Class		Economy	
Format	Weight	Full Price	Per Gram Increment	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Product Code		AUX		AV1		AV4	
Letter	0-100g	66.0p	n/a	30.9p	n/a	26.5p	n/a
Large Letter	0-100g	82.4p	n/a	39.6p	n/a	34.3p	n/a
	101-250g	92.8p	n/a	54.0p	n/a	47.0p	n/a
	251-750g	93.1p	0.2434p	54.1p	0.1338p	47.1p	0.1319p
Parcel	0-750g	295.6p	n/a	218.9p	n/a	199.4p	n/a
	751-1000g	304.1p	n/a	240.9p	n/a	238.4p	n/a
	1001-2000g	319.7p	0.0900p	240.9p	0.0500p	238.4p	0.0500p

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

High Sort

Table 2 – Sortation Discounts

		1st Class		2nd Class		Economy	
Format		Direct Items	Residue Items	Direct Items	Residue Items	Direct Items	Residue Items
Letter	0-100g	8.55%	8.00%	9.58%	8.52%	9.07%	8.29%
Large Letter	0-100g	16.00%	6.00%	13.62%	3.50%	13.57%	3.52%
	101-250g	15.50%	6.00%	14.81%	4.92%	14.64%	4.83%
	251-750g	14.30%	4.70%	14.50%	4.80%	14.50%	4.80%
Parcel	0-750g	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
	751-1000g	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
	1001-2000g	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%

Advertising Mail

High Sort

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

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

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

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

High Sort

Table 3 – Volume Related Discounts for Direct*

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

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

Advertising Mail

High Sort

Table 4 – Volume Related Discounts for Residue*

		1st Class	2nd Class	Economy
Format	Number of Direct Items	Residue Items	Residue Items	Residue Items
Letter	4,000-19,999	0.00%	0.00%	0.00%
	20,000 -39,999	1.50%	1.50%	1.00%
	40,000 -79,999	2.00%	2.50%	1.50%
	80,000 -119,999	2.50%	2.50%	2.00%
	120000 +	3.00%	3.00%	2.00%
Large Letter	1,000-9,999	0.00%	0.00%	0.00%
	10,000-19,999	1.50%	1.50%	0.50%
	20,000-39,999	2.50%	2.50%	1.00%
	40,000-59,999	2.50%	2.50%	1.00%
	60,000 +	3.00%	3.00%	1.00%
Parcel	1,000-4,999	0.00%	0.00%	0.00%
	5,000-7,999	1.00%	1.00%	1.00%
	8,000-11,999	1.50%	1.50%	1.50%
	12,000-19,999	2.50%	2.50%	2.50%
	20,000 +	3.00%	3.00%	3.00%

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

High Sort

Table 5 – Trayed Mail Savings

	Saving per item
High Sort Letters	0.30p
High Sort Large Letters (up to 10mm thick)	1.00p

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

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

Advertising Mail

Catalogue option Letter

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	80,000-119,999	120,000+
Economy	High Sort Direct	AM3	100g	24.1p	23.7p	23.2p	22.9p	22.7p
		AM3	110g	24.8p	24.4p	23.8p	23.5p	23.3p
		AM3	120g	26.2p	25.8p	25.2p	24.9p	24.7p
		AM3	130g	27.6p	27.1p	26.5p	26.2p	26.0p
		AM3	140g	28.8p	28.3p	27.7p	27.4p	27.1p
		AM3	150g	30.2p	29.7p	29.0p	28.7p	28.4p
	High Sort Residue*	AM3	100g	24.3p	24.0p	23.9p	23.8p	23.8p
		AM3	150g	45.6p	45.1p	44.9p	44.7p	44.7p

Large Letter

Number of items per day*								
Delivery Speed	Option	Product Code	Weight up to and including	1,000-9,999	10,000-19,999	20,000-39,999	40,000-59,999	60,000+
Economy	High Sort Direct	AM3	100g	29.6p	29.1p	28.4p	28.1p	27.8p
		AM3	110g	31.4p	30.9p	30.2p	29.8p	29.5p
		AM3	120g	33.3p	32.7p	32.0p	31.6p	31.3p
		AM3	130g	35.1p	34.5p	33.7p	33.3p	33.0p
		AM3	140g	37.1p	36.4p	35.6p	35.2p	34.8p
		AM3	150g	38.6p	38.0p	37.1p	36.6p	36.3p
		AM3	250g	40.1p	39.4p	38.5p	38.0p	37.6p
	High Sort Residue*	AM3	100g	33.1p	32.9p	32.7p	32.7p	32.7p
		AM3	150g	45.6p	45.4p	45.1p	45.1p	45.1p
		AM3	250g	45.6p	45.4p	45.1p	45.1p	45.1p

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

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

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

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

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

Tray savings: For trayed mailings you can save 0.30p for Letters and 1.00p for Large Letters (ex VAT) per item from the prices in this table.

Advertising Mail

Calculating the price of your mailing

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

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

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

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

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

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

Worked example

A High Sort 2nd Class option posting of 102,000 Large Letters weighing 302g each. 90,000 of these are Directs and 12,000 are Residues.

Step 1: The full price from Table 1 = $54.1\text{p} + (302 - 250) \times 0.1338\text{p}$ = 61.0914 rounded to the nearest 1/10th of a penny = 61.1p.

Step 2: Direct discount = 14.50%, Residue discount = 4.80% from Table 2.

Step 3: Direct VRD from Table 3 = 5.30%, added to the Direct discount of 14.50% gives total discount for Direct items of 19.80%. Residue VRD from Table 4 = 3.00%, added to the Residue discount of 4.80% gives a total discount for Residue items of 7.80%.

Step 4: Price of Directs = $61.1\text{p} \times (100\% - 19.80\%)$ = 49.0022p.
Price of Residues = $61.1\text{p} \times (100\% - 7.80\%)$ = 56.3342p.

Step 5: Price of Directs in mailing = $(49.0022\text{p} \times 90,000)/100$ = £44,101.98.
Price of Residues in mailing = $(56.3342\text{p} \times 12,000)/100$ = £6,760.10.

Step 6: Total for this mailing = £44,101.98 + £6,760.10 = £50,862.08 (excluding VAT and Mailing Standards Levy).

Trayed Mail Savings:

High Sort Large Letter mailings presented in trays will save 1.00p per item from Table 5 = $(1.00\text{p} \times 102,000)/100$ = £1,020.00 (excluding VAT and Mailing Standards Levy).

Total tray price of mailing = £50,862.08 - £1,020.00 = £49,842.08 (excluding VAT and Mailing Standards Levy).

Sustainable[®] Advertising Mail

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

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

Table 1 – Entry Level pricing structure

		Low Sort			High Sort	
Delivery Speed	Format	Weight up to and including	Mailmark	OCR	Direct	Residue
1st Class Product Code			EBG	MXS	SPA	SPA
	Letter	0-100g	3.00%	3.00%	2.00%	2.00%
	Large Letter	0-100g	3.00%	3.00%	2.25%	1.50%
	Large Letter	101-250g	2.20%	1.70%	2.50%	1.80%
	Large Letter	251-750g	2.50%	1.50%	2.25%	1.75%
2nd Class Product Code			EBH	MXT	SPG	SPG
	Letter	0-100g	1.50%	1.55%	1.30%	1.30%
	Large Letter	0-100g	2.30%	2.40%	2.10%	1.40%
	Large Letter	101-250g	1.60%	1.20%	1.80%	1.30%
	Large Letter	251-750g	1.65%	1.15%	1.85%	1.35%
Economy Product Code			EBI	MXU	SPJ	SPJ
	Letter	0-100g	1.50%	1.50%	1.30%	1.30%
	Large Letter	0-100g	2.30%	2.40%	2.10%	1.40%
	Large Letter	101-250g	1.60%	1.15%	1.80%	1.30%
	Large Letter	251-750g	1.65%	1.15%	1.85%	1.70%

Sustainable[®] Advertising Mail

Table 2 – Intermediate Level pricing structure

			Low Sort		High Sort	
Delivery Speed	Format	Weight up to and including	Mailmark	OCR	Direct	Residue
1st Class Product Code			EBJ	MYK	SPF	SPF
	Letter	0-100g	4.00%	4.00%	4.00%	4.00%
	Large Letter	0-100g	4.00%	4.50%	4.50%	3.50%
	Large Letter	101-250g	3.50%	2.50%	4.25%	2.80%
	Large Letter	251-750g	3.50%	2.50%	4.00%	2.50%
2nd Class Product Code			EBK	MYL	SPH	SPH
	Letter	0-100g	3.40%	3.30%	3.30%	3.40%
	Large Letter	0-100g	3.90%	4.30%	4.10%	3.70%
	Large Letter	101-250g	3.40%	2.35%	3.60%	2.30%
	Large Letter	251-750g	3.50%	2.35%	3.80%	2.00%
Economy Product Code			EBL	MYM	SPK	SPK
Economy	Letter	0-100g	3.40%	3.25%	3.25%	3.40%
	Large Letter	0-100g	3.90%	4.25%	4.10%	3.70%
	Large Letter	101-250g	3.40%	2.35%	3.70%	2.30%
	Large Letter	251-750g	3.50%	2.35%	3.75%	2.30%

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

Table 3 – Trayed Mail Savings

	Saving per item
Low Sort/High Sort Letters	0.30p
Low Sort/High Sort Large Letters (up to 10mm thick)	1.00p

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

Sustainable[®] Advertising Mail

Calculating the price of your Sustainable[®] Advertising Mailing

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

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

OR

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

Worked example

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

Step 1: Advertising Mail Low Sort Economy Letters Mailmark per item = 20.2p
(see worked example for Advertising Mail Low Sort).

Step 2: Intermediate Level specification discount for Letter Mailmark = 3.40% from Table 2.

Step 3: Price per item = $20.2p \times (100\% - 3.40\%) = 19.5273p$.

Step 4: Total price of mailing = $(19.5273p \times 102,000)/100 = £19,917.85$
(excluding VAT and Mailing Standards Levy).

Trayed Mail Savings:

Low Sort Letter mailings presented in trays will save 0.30p per item from Table 3 = $(0.30p \times 102,000)/100 = £306.00$ (excluding VAT and Mailing Standards Levy).

Total tray price of mailing = $£19,917.85 - £306.00 = £19,611.85$
(excluding VAT and Mailing Standards Levy).

Adjustment Charges

Mailmark Adjustment Charges

Fault	Applies to	Flat Fee	Per Item Fee	Notes
Missorts	Mailmark Letters	n/a	12.95p	Adjustment charges only apply when one or a combination of charges result in a charge of £10 or more per eManifest
Missorts	Mailmark Large Letters	n/a	37.95p	
International item as domestic	Mailmark	n/a	£1.68	
Non machine processed	Mailmark Letters	n/a	2.09p	
Non machine processed	Mailmark Large Letters	n/a	3.73p	
Postcode accuracy	Mailmark Letters	n/a	8.25p	
Postcode accuracy	Mailmark Large Letters	n/a	16.19p	Postcode and Delivery point suffix accuracy adjustment charges only apply if the combined result drops below 90% per eManifest
Delivery point suffix accuracy	Mailmark Letters and Large Letters	n/a	0.88p	
Missing or incorrect eManifest ID	Mailmark Letters and Large Letters	£27.95	n/a	per eManifest
Unmanifested volume and Duplicates	Mailmark Letters and Large Letters	£27.95	0.47p Letters/ 0.74p Large Letters	per supply chain
Incorrect SCID	Mailmark Letters and Large Letters	£27.95	n/a	per eManifest
Item ID mismatch	Mailmark Letters and Large Letters	£27.95	n/a	per eManifest

Account and Advanced Charges

Fault	Applies to	Class	Format	Flat Fee	Per Item Fee
Barcode not seen	Unsorted Account	1st Class and 2nd Class	Letters and Large Letters	n/a	5.0p
Sales Order Under Declared – UK	Account and Advanced	1st Class	Letters	n/a	63.2p
		2nd Class	Letters		40.7p
		1st Class	Large Letters		140.0p
		2nd Class	Large Letters		105.0p
Sales Order Under Declared – International	Account and Advanced Ls and LLs		Letters	n/a	175.0p
			Large Letters		428.0p
Not highly machinable	Advanced	1st Class	Letters	n/a	10.0p
		2nd Class	Letters		6.0p
		1st Class	Large Letters		10.0p
		2nd Class	Large Letters		5.0p
Missing Sales Order	Mailmark			£27.95	n/a
Incorrect Sales Order	Mailmark			£27.95	n/a

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

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

Adjustment Charges

Machine Readable Adjustment Charges

Fault	Applies to	Flat Fee	Per item fee	Note
Low volume faults	Sorted machine-readable	£27.95	n/a	per posting
Medium volume low impact faults	Sorted machine-readable	£27.95	n/a	per posting
Medium volume high impact faults	Sorted machine-readable	£27.95	adjustment	10% of posting adjusted
High volume low impact faults	Sorted and non-sorted machine-readable	£27.95	n/a	per posting
High volume high impact faults	Sorted	£27.95	adjustment	100% of mailing adjusted
Incorrect licence design	BMA on account and Response Services	£27.95	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	Flat Fee	Per Item Fee	Notes
Presentation errors	Sorted	£27.95	n/a	per posting
Incorrect labels/bag ties	Sorted	£27.95	21.0p	per label or tie
Incorrect cage cards	Sorted	£27.95	26.0p	per card used
Storage costs	Sorted	£27.95	26.0p	per cage per day
Overweight bags/bundles/trays	Sorted	£27.95	68.0p	per bag/bundle/tray generated
Overweight Cages/Yorks	Sorted	£27.95	68.0p	per Cage/York generated
Minimum average items per selection	Sorted	£27.95	adjustment	100% of mailing
Bulk surcharging*	Unsorted	n/a	35.0p	per item
Response specification	Response Services	n/a	35.0p	per item
Missing Sales Order	All products	£27.95	n/a	per posting
Incorrect sales order	All products	£27.95	n/a	per posting

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

*Bulk surcharges are exempt from VAT.

Contact

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

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