



Publishing Mail Rate card

Royal Mail Publishing Mail®

March 2020



Helping your business thrive and prosper

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/publishing-mail

Although correct at the time this rate card was produced (March 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postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.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

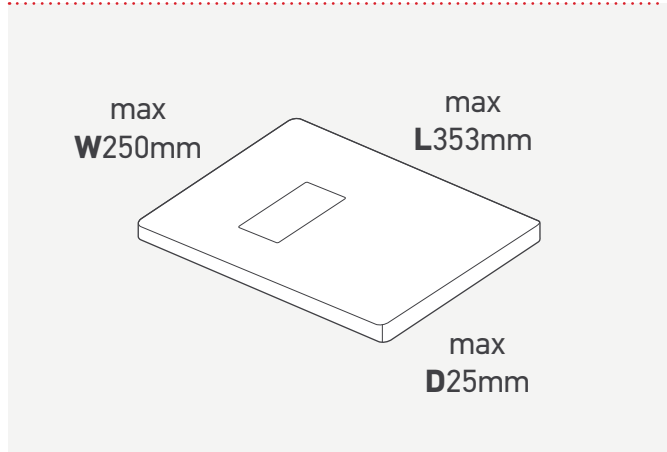
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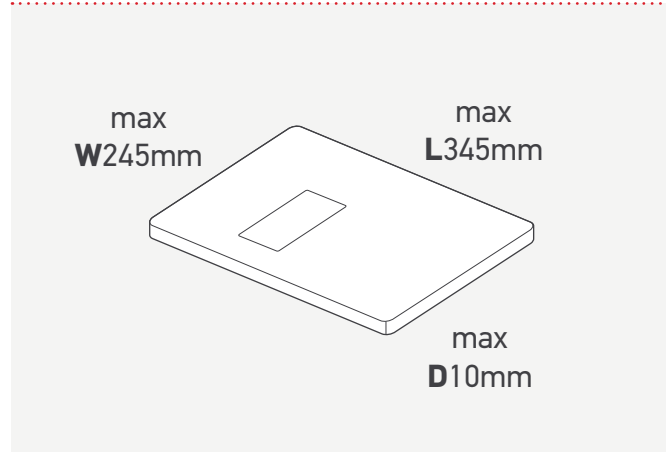
Know your formats

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.

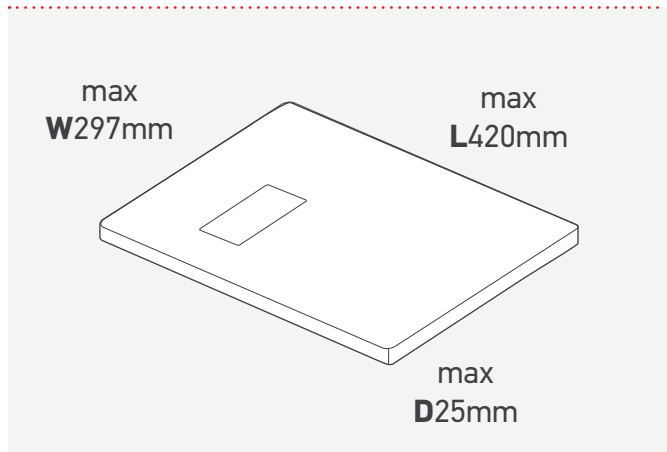
Large Letter Up to 750g



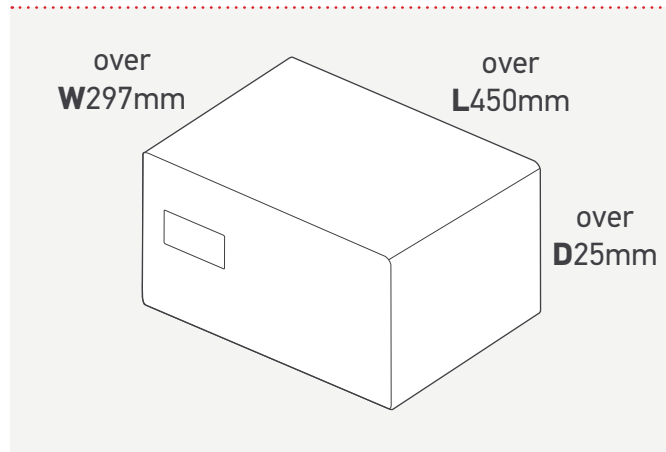
Large Letter – machine readable Up to 750g



A3 Parcel Up to 750g



Parcel Up to 2kg



Publishing Mail

Low Sort OCR & Mailmark

Table 1 – Full prices and per gram increments

		1st Class		2nd Class	
Format	Weight	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Large Letter OCR	0-100g	68.4p	n/a	50.5p	n/a
	101-250g	77.4p	n/a	65.4p	n/a
	251-750g	77.6p	0.2049p	65.6p	0.1751p
Large Letter Mailmark	0-100g	65.5p	n/a	47.9p	n/a
	101-250g	72.7p	n/a	61.0p	n/a
	251-750g	72.9p	0.1981p	61.2p	0.1690p

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

Please note that Low Sort is not available with the Publishing Profile discount.

Table 2 – Product Codes

Delivery Speed		
Format	1st Class	2nd Class
Large Letter OCR	PQ3	PQ4
Large Letter Mailmark	EBP	EBQ

Table 3 – Sortation and machine-readable discounts

		1st Class	2nd Class
Format			
Large Letter OCR	0-100g	7.50%	7.50%
	101-250g	9.00%	9.00%
	251-750g	8.90%	9.00%
Large Letter Mailmark	0-100g	11.00%	11.00%
	101-250g	11.00%	11.00%
	251-750g	11.25%	11.25%

Table 4 – Volume Related Discounts (VRDs)*

		1st Class and 2nd Class	1st Class and 2nd Class
Format	Number of Items	OCR	Mailmark barcode
Large Letter	1,000-9,999	0.00%	0.00%
	10,000-19,999	1.00%	1.00%
	20,000-39,999	1.50%	2.50%
	40,000-59,999	2.00%	4.00%
	60,000 +	3.00%	4.50%

*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, format and magazine code, and only applies to direct items (residue items are not counted towards the calculation). Low Sort and Volume related discounts are not available for our Publishing Mail with Premium option or in conjunction with our Publishing Mail with Profile option discount.

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

Publishing Mail

Table 5 – Trayed Mail Savings

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

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

Calculating the price of your Publishing Mail with Low Sort option mailing

Step 1: Find the full price for the items you are mailing. If the item 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 (or above 1000g if the item is heavier than 1000g), 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 discounts from Table 3.

Step 3: Add to the sortation and machine-readable discount the applicable Volume Related Discount from Table 4.

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

Step 5: Multiply the prices by the number of items.

Worked example

A 2nd Class posting of 98,277 Large Letters Mailmark weighing 302g each.

Step 1: The full price = 61.2p + $((302 - 250) \times 0.1690\text{p}) = 69.9880\text{p}$ rounded to the nearest 1/10th of a penny = 70.0p.

Step 2: The sortation and machine-readable discount = 11.25% from Table 3.

Step 3: VRD from Table 4 = 4.50% added to the sortation and machine-readable discount of 11.25% gives a total of 15.75%.

Step 4: Price = $70.0\text{p} \times (100\% - 15.75\%) = 58.9649\text{p}$.

Step 5: Price of mailing = $(58.9649\text{p} \times 98,277)/100 = £57,948.93$ (excluding VAT).

Trayed Mail Savings:

Low Sort Large Letter mailings presented in trays will save 1.00p per item from Table 5 = $(1.00\text{p} \times 98,277)/100 = £982.77$ (excluding VAT).

Total tray price of mailing = $£57,948.93 - £982.77 = £56,966.16$ (excluding VAT).

Publishing Mail

High Sort

Table 1 – Full prices and per gram increments

		1st Class		2nd Class	
Format	Weight	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Large Letter	0-100g	71.0p	n/a	51.9p	n/a
	101-250g	78.5p	n/a	66.2p	n/a
	251-750g	78.7p	0.2069p	66.4p	0.1771p
Parcel	0-750g	220.3p	n/a	183.6p	n/a
	751-1000g	220.3p	0.1836p	185.0p	0.1574p
	1001-2000g	267.0p	0.2200p	225.0p	0.0900p
A3 Parcel	0-100g	139.6p	n/a	119.9p	n/a
	101-250g	150.8p	n/a	129.5p	n/a
	251-750g	150.8p	0.1282p	129.5p	0.0876p

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

Prices in this table apply to both Direct and Residue.

Table 2 – Product Codes

Delivery Speed		
Format	1st Class	2nd Class
Large Letter	PR1	PR2
Parcel	PR1	PR2
A3 Parcel	PR1	PR2

Table 3 – Sortation discounts

		1st Class		2nd Class	
Format	Weight	Direct Items	Residue Items	Direct Items	Residue Items
Large Letter	0-100g	14.00%	6.50%	14.00%	7.00%
	101-250g	14.25%	7.00%	14.00%	6.35%
	251-750g	14.40%	8.50%	13.80%	7.40%
Parcel	0-2000g	15.00%	9.00%	15.00%	9.00%
A3 Parcel	0-750g	15.00%	9.00%	15.00%	9.00%

Publishing Mail

High Sort

Table 4 – Volume Related Discounts

		1st Class		2nd Class	
Format	Number of Items	Direct Items*	Residue Items†	Direct Items*	Residue Items†
Product Code		PR1		PR2	
Large Letter	1,000-9,999	0.00%	0.00%	0.00%	0.00%
	10,000-19,999	1.00%	1.00%	1.00%	1.00%
	20,000-39,999	2.50%	1.50%	2.50%	1.50%
	40,000-59,999	4.00%	2.00%	4.00%	2.00%
	60,000 +	4.50%	3.00%	4.50%	3.00%
A3 & Parcel	1,000-4,999	0.00%	0.00%	0.00%	0.00%
	5,000-7,999	0.50%	0.50%	0.50%	0.50%
	8,000-11,999	0.80%	0.80%	0.80%	0.80%
	12,000-19,999	1.00%	1.00%	1.00%	1.00%
	20,000 +	2.00%	2.00%	2.00%	2.00%

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

†For Residues, the volumes against the Direct selection and any multiple posting volumes against other sales order lines cannot be counted towards the Volume Related Discount calculation.

Volumes of less than 1,000 items may be charged at a higher rate.

Table 5 – Trayed Mail Savings

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

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

Publishing Mail

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

In order to reach the VRD discount 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.

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

Calculating the price of your Publishing Mail with High Sort options mailing

Step 1: Find the full price for the items you are mailing. If the item weighs more than 250g (above 750g 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 750g for Parcels or above 1000g if the item is heavier than 1000g), 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 discounts from Table 3.

Step 3: Add to the sortation and machine-readable discount the applicable Volume Related Discount 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.

Publishing Mail

Worked example

A Publishing Mail with High Sort option – 2nd Class posting of 112,439 Large Letters weighing 302g each. 98,277 of these are Directs and 14,162 are Residues.

Step 1: The full price = $66.4\text{p} + ((302 - 250) \times 0.1771\text{p}) = 75.6092\text{p}$ rounded to the nearest 1/10th of a penny = 75.6p.

Step 2: Direct discount = 13.80%, Residue discount = 7.40% from Table 3.

Step 3: VRDs from Table 4 are 4.50% added to the Direct discount of 13.80% gives total discount for Direct items of 18.30% Residue VRD from Table 4 = 1.00% added to the Residue discount of 7.40% gives total discount for Residue items of 8.40%.

Step 4: Price of Directs = $75.6\text{p} \times (100\% - 18.30\%) = 61.7727\text{p}$.
Price of Residues = $75.6\text{p} \times (100\% - 8.40\%) = 69.2580\text{p}$.

Step 5: Price of Directs in mailing = $(61.7727\text{p} \times 98,277)/100 = \text{£}60,708.36$.
Price of Residues in mailing = $(69.2580\text{p} \times 14,162)/100 = \text{£}9,808.32$.

Step 6: Total for this mailing = $\text{£}60,708.36 + \text{£}9,808.32 = \text{£}70,516.67$ (excluding VAT).

Trayed Mail Savings:

High Sort Large Letter mailings presented in trays will save 1.00p per item from Table 5 = $(1.00\text{p} \times 112,439)/100 = \text{£}1,124.39$ (excluding VAT).

Total tray price of mailing = $\text{£}70,516.67 - \text{£}1,124.39 = \text{£}69,392.28$ (excluding VAT).

Publishing Mail with Premium option (PM1)

For our Premium option prices, please refer to the Publishing Mail with High Sort option – 1st Class full prices and per gram increments which are set out in Table 1. Our Premium option will not qualify for any sortation or volume-related discounts.

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 Postcode and Delivery point suffix accuracy adjustment charges only apply if the combined result drops below 90% 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	
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

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.

*Fee applies to sorted machine-readable mail only.

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

Adjustment Charges

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 this tariff guide has been useful. 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 are deaf or hearing impaired, we offer a textphone service on **03456 000 606**.

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