



Business Mail Rate card

**Royal Mail Business Mail®
and Business Mail 1st Class**

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/business-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postal prices, fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.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**

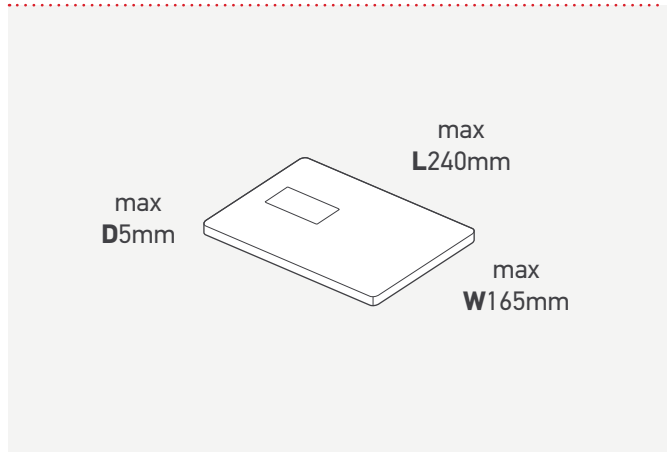
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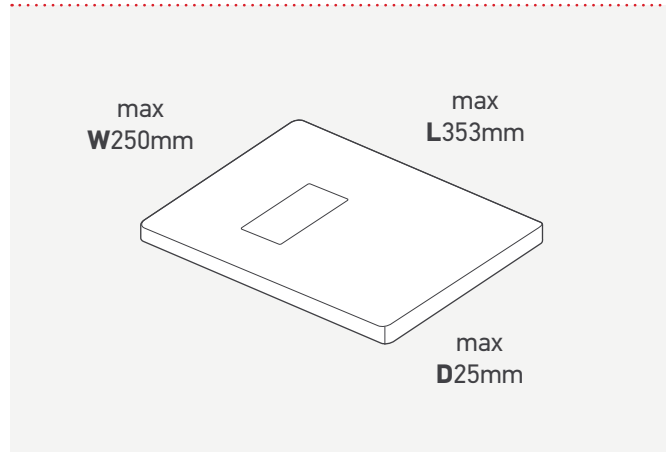
Know your formats

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.

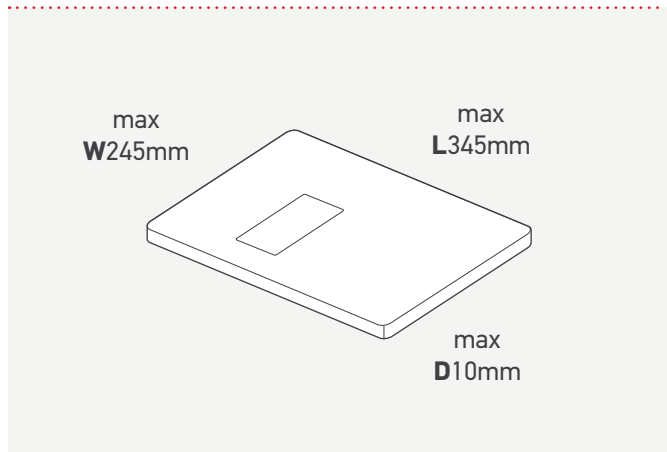
Letter Up to 100g



Large Letter Up to 750g



Large Letter – machine readable Up to 750g



There is no Parcel option in Business Mail and goods are not permitted in Business Mail Large Letters. For information on Parcels services please visit royalmail.com/parcels

Business Mail

Unsorted

Table 1 – Letter: Standard unsorted options

				Number of items per sales order [†]				
Delivery Speed	Option	Product Code	Weight up to and including	1-999	1,000-2,499	2,500-9,999	10,000-24,999	25,000+
1st Class	Standard	STL	100g	68.2p	65.9p	64.6p	63.2p	61.7p
	Account ^{††}	UNA	100g	63.2p	61.1p	59.8p	58.5p	57.2p
2nd Class	Standard	STL	100g	45.7p	44.6p	43.7p	42.6p	41.7p
	Account ^{††}	UNB	100g	40.7p	39.7p	38.9p	37.9p	37.1p

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.

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

Unsorted

Table 2 – Letter: Machine-readable unsorted options

				Number of items per sales order [†]						
Delivery Speed	Product Code	Option	Weight up to and including	1-249	250-499	500-999	1,000-2,499	2,500-9,999	10,000-24,999	25,000+
1st Class	UNI	Advanced	100g	63.2p	53.2p	53.2p	51.1p	49.8p	48.5p	47.2p
	EBR	Mailmark	100g	63.2p	50.7p	50.7p	49.8p	48.7p	47.7p	46.7p
	CL3	OCR	100g	n/a	n/a	55.0p	54.0p	52.9p	51.8p	50.6p
2nd Class	UNJ	Advanced	100g	40.7p	34.2p	34.2p	33.7p	32.9p	31.9p	31.6p
	EBS	Mailmark	100g	40.7p	32.5p	32.5p	32.0p	31.3p	30.6p	29.9p
	CL4	OCR	100g	n/a	n/a	35.0p	34.4p	33.6p	32.9p	32.2p

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.

For Business Mail Advanced (BMA) posted via Mailmark Franking machines:

Business Mail Advanced 1st Class items should be franked 64.0p and Business Mail Advanced 2nd Class items should be franked 42.0p. Items that qualify will be charged the Advanced prices in the table above and items which do not qualify will be charged at 63.2p (exc VAT) for 1st Class, and 40.7p (exc VAT) for 2nd Class.

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

Unsorted

Table 3 – Large Letter: Standard 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	Standard	STL	100g	104.0p	102.4p	100.8p	98.6p	96.5p
			250g	143.0p	140.8p	138.6p	135.6p	132.7p
			500g	180.0p	177.2p	174.4p	170.7p	167.0p
			750g	250.0p	246.1p	242.3p	237.1p	232.0p
	Account ^{††}	UNA	100g	99.0p	97.5p	95.9p	93.9p	91.9p
			250g	138.0p	135.9p	133.7p	130.9p	128.1p
			500g	175.0p	172.3p	169.6p	166.0p	162.4p
			750g	245.0p	241.2p	237.4p	232.4p	227.4p
2nd Class	Standard	STL	100g	81.0p	79.7p	78.0p	76.2p	74.5p
			250g	111.0p	109.2p	106.9p	104.4p	102.1p
			500g	137.0p	134.7p	131.9p	128.8p	126.0p
			750g	190.0p	186.9p	183.0p	178.7p	174.7p
	Account ^{††}	UNB	100g	76.0p	74.7p	73.2p	71.5p	69.9p
			250g	106.0p	104.3p	102.1p	99.7p	97.5p
			500g	132.0p	129.8p	127.1p	124.1p	121.4p
			750g	185.0p	181.9p	178.2p	174.0p	170.1p

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.

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

Business 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	EBR	100g	98.0p	84.5p	82.7p	80.9p	79.1p
			250g	135.5p	116.8p	114.3p	111.9p	109.4p
			500g	180.3p	155.5p	152.1p	148.9p	145.6p
			750g	255.4p	220.2p	215.4p	210.9p	206.2p
	Advanced	UNI	100g	98.1p	87.9p	85.9p	84.2p	82.3p
			250g	135.6p	121.6p	118.8p	116.4p	113.7p
			500g	175.2p	157.1p	153.5p	150.4p	147.0p
			750g	246.2p	220.7p	215.7p	211.3p	206.5p
	OCR	CL3	100g	n/a	90.9p	88.9p	87.0p	85.1p
			250g	n/a	129.5p	126.7p	124.0p	121.3p
			500g	n/a	168.2p	164.5p	161.1p	157.5p
			750g	n/a	238.2p	232.9p	228.1p	223.0p
2nd Class	Mailmark	EBS	100g	75.1p	67.6p	66.2p	64.8p	63.3p
			250g	106.4p	95.8p	93.7p	91.8p	89.7p
			500g	139.8p	125.9p	123.2p	120.6p	117.9p
			750g	198.2p	178.5p	174.6p	171.0p	167.1p
	Advanced	UNJ	100g	75.1p	69.5p	68.0p	66.5p	65.4p
			250g	106.4p	98.5p	96.4p	94.3p	92.7p
			500g	136.6p	126.4p	123.7p	121.0p	119.0p
			750g	194.0p	179.5p	175.7p	171.9p	169.1p
	OCR	CL4	100g	n/a	72.0p	70.4p	69.0p	67.4p
			250g	n/a	103.9p	101.7p	99.6p	97.3p
			500g	n/a	136.9p	133.9p	131.1p	128.2p
			750g	n/a	194.2p	190.0p	186.0p	181.9p

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

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

Mailings of less than the minimum volume may be refused or charged at a higher price.

Business 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 OCR	0-100g	64.0p	n/a	44.6p	n/a	40.8p	n/a
Letter Mailmark	0-100g	61.6p	n/a	42.9p	n/a	39.1p	n/a
Large Letter OCR	0-100g	81.9p	n/a	57.5p	n/a	51.9p	n/a
	101-250g	93.0p	n/a	75.1p	n/a	67.4p	n/a
	251-750g	93.3p	0.2651p	75.3p	0.1931p	67.6p	0.1921p
Large Letter Mailmark	0-100g	77.8p	n/a	55.1p	n/a	49.3p	n/a
	101-250g	87.8p	n/a	71.2p	n/a	63.3p	n/a
	251-750g	88.0p	0.2351p	71.4p	0.1782p	63.5p	0.1740p

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

Low Sort

Table 2 – Sortation and machine-readable discount

Format	Weight	1st Class		2nd Class		Economy	
		Direct Items	Product Code	Direct Items	Product Code	Direct Items	Product Code
Letter OCR	0-100g	19.76%	MXD	19.99%	MXE	19.92%	MXF
Letter Mailmark	0-100g	22.77%	EBA	22.77%	EBB	22.77%	EBC
Large Letter OCR	0-100g	11.00%	MXD	10.36%	MXE	10.34%	MXF
	101-250g	10.60%	MXD	10.62%	MXE	10.62%	MXF
	251-750g	11.00%	MXD	10.50%	MXE	10.60%	MXF
Large Letter Mailmark	0-100g	14.50%	EBA	14.00%	EBB	13.62%	EBC
	101-250g	14.50%	EBA	13.78%	EBB	13.40%	EBC
	251-750g	14.00%	EBA	13.15%	EBB	12.93%	EBC

Business Mail

Low Sort

Table 3 – Volume Related Discount***

		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 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%	5.20%

***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).

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

Tray savings apply after all other discounts (VRDs, sortation etc) are applied but before VAT. For further information on using trays please visit royalmail.com/traysavings

Business 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 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.

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 Mailmark option 80g Letter = 39.1p from Table 1.

Step 2: Sortation and machine-readable discount for Low Sort Letters Mailmark = 22.77% from Table 2.

Step 3: VRD from Table 3 = 4.50%, added to the sortation and machine-readable discount of 22.77% gives total aggregate discount of 27.27%.

Step 4: Price per item = $39.1\text{p} \times (100\% - 27.27\%) = 28.4374\text{p}$.

Step 5: Total price of mailing = $(28.4374\text{p} \times 102,000)/100 = \text{£}29,006.15$ (excluding VAT).

Trayed Mail Savings:

Letter mailings presented in trays will save 0.30p per item from Table 4 = $(0.30\text{p} \times 102,000)/100 = \text{£}306.00$ (excluding VAT).

Total tray price of mailing = $\text{£}29,006.15 - \text{£}306.00 = \text{£}28,700.15$ (excluding VAT).

Business Mail

High Sort

Table 1 – Full prices and per gram increments

Format	Weight	1st Class		2nd Class		Economy	
		Full Price	Per Gram Increment	Full Price	Per Gram Increment	Full Price	Per Gram Increment
Product Code		LE1		LE2		LE3	
Letter	0-100g	66.0p	n/a	44.9p	n/a	38.0p	n/a
Large Letter	0-100g	82.4p	n/a	57.1p	n/a	51.3p	n/a
	101-250g	92.8p	n/a	74.0p	n/a	65.2p	n/a
	251-750g	93.1p	0.2434p	74.2p	0.1835p	65.4p	0.1815p

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

Prices in this table apply to Direct and Residue.

High Sort

Table 2 – Sortation Discounts

Format	Weight	1st Class		2nd Class		Economy	
		Direct Items	Residue Items	Direct Items	Residue Items	Direct Items	Residue Items
Letter	0-100g	8.55%	8.00%	8.22%	7.14%	7.74%	7.00%
Large Letter	0-100g	16.00%	6.00%	13.40%	3.40%	13.36%	3.36%
	101-250g	15.50%	6.00%	13.35%	3.36%	12.45%	2.31%
	251-750g	14.30%	4.70%	12.28%	2.55%	12.72%	2.98%

High Sort

Table 3 – Volume Related Discounts for Direct***

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

***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).

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

Business Mail

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 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.

High Sort

Table 4 – Volume Related Discounts for Residue***

		1st Class	2nd Class	Economy
Format	Number of Residue 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%	2.00%	1.50%
	80,000-119,999	2.50%	2.50%	1.75%
	120,000 +	3.00%	3.00%	2.00%
Large Letter	1,000-9,999	0.00%	0.00%	0.00%
	10,000-19,999	1.50%	1.50%	1.00%
	20,000-39,999	2.50%	2.50%	1.50%
	40,000-59,999	2.50%	2.50%	2.00%
	60,000 +	3.00%	3.00%	2.00%

***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

Tray savings apply after all other discounts (VRDs, sortation etc) are applied but before VAT.
For further information on using trays please visit royalmail.com/traysavings

Business 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, 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 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 prices 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.

Worked example

A High Sort 2nd Class 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 = $74.2p + ((302 - 250) \times 0.1835p) = 83.7255p$, rounded to the nearest 1/10th of a penny = 83.7p.

Step 2: Direct discount = 12.28% Residue discount = 2.55% from Table 2.

Step 3: Direct VRD from Table 3 = 5.30%, added to the Direct discount of 12.28% gives a total discount for Direct items of 17.58%. Residue VRD from Table 4 = 1.50%, added to the Residue discount of 2.55% gives a total discount for Residue items of 4.05%.

Step 4: Price of Directs = $83.7p \times (100\% - 17.58\%) = 69.0066p$
Price of Residues = $83.7p \times (100\% - 4.05\%) = 80.3346p$

Step 5: Price of Directs in mailing = $(69.0066p \times 90,000)/100 = £62,105.94$
Price of Residues in mailing = $(80.3346p \times 12,000)/100 = £9,640.15$

Step 6: Total for this mailing = $£62,105.94 + £9,640.15 = £71,746.09$ (excluding VAT).

Trayed Mail Savings:

Large Letter mailings presented in trays will save 1.00p per item from Table 5 = $(1.00p \times 102,000)/100 = £918.00$ (excluding VAT).

Total tray price of mailing = $£71,746.09 - £918.00 = £70,828.09$ (excluding VAT).

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	168.0p	
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		138.0p
		2nd Class	Large Letters		106.0p
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 this tariff guide has been useful. Should you need further help or advice, please contact your Account Manager or visit **royalmail.com**

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