

How to determine Post vs Parcel Carrier

POST (FIRST or SECOND class)

PARCEL CARRIER (DPD, DPDL or DHL)

Items under 1kg can be sent Royal Mail small parcels usually second class (SECOND) unless first class is required

Tariffs for Franked Mail are on poster at Janice's desk or can be found on Royal Mail's website.

Items over 1kg will go by Parcel Carriers: DHL, DPD or DPD Local

Enter No of Items, Total Weight of whole order and Postcode to Parcel Rates Calculator in Haulage Rates folder

..\..\Transport\Groupage & Parcel Carriers\Parcel rates Calculator V6.xlsx

Remember and check the calculator for items that are out with the standard length and are subject to a surcharge

There are surcharges for parcels for Overseas (incl N.Ireland), ROI, Highlands & Islands – check with Transport

Non-standard deliveries (i.e. Book in, AM/PM, Timed, Saturday delivery) incur a higher charge – check rates

For items going by FIRST or SECOND class mail: 'Create Delivery PO' – no need to print out any paperwork