

from 2nd April 2013

2013 Price guide

Delivery and
collection services



Helping your business thrive and prosper

Royal Mail is a driving force for helping all individuals and businesses communicate and trade with each other to thrive and prosper.

We focus on not just delivering to schedule, but on helping you with your wider needs around communication and trade with individuals and businesses locally, across the UK and worldwide – helping you do things you didn't think possible.

All delivered by Royal Mail.

This price guide is one of two separate brochures:

- Delivery and collection services
- Business contract services

You can download either of these guides at: www.royalmail.com/prices2013

We also have a full range of International contract services to send outbound mail from the UK and receive inbound mail from overseas. To find out more about our international contract services go to: www.royalmail.com/ics

Of course, if you have any questions about our prices or services, or need advice on which services may be best for your business, just call our Business Customer Helpline on: **08457 950 950** between 8.00am and 6.00pm – Monday to Friday.

Although correct at the time this tariff guide was produced (March 2013), postal fees and other conditions are subject to revision from time to time and services may need to be added or withdrawn.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 www.royalmail.com or by calling Royal Mail Sales on **08457 950 950**.

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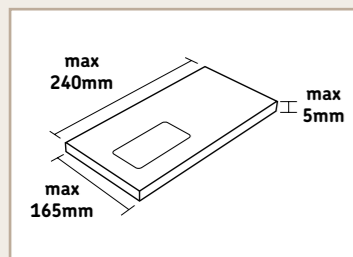
Know your formats

2

Prices for 1st Class & 2nd Class mail are the same no matter where you're sending 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 work out the postage. Each format has its own size and weight limits. The illustration below will help you work out which format your item will fall into.

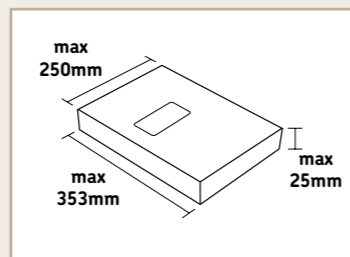
Letter Up to 100g



For example:

- Most letters
- Postcards
- Bills and statements
- Some brochures and catalogues
- Most greetings cards

Large Letter Up to 750g

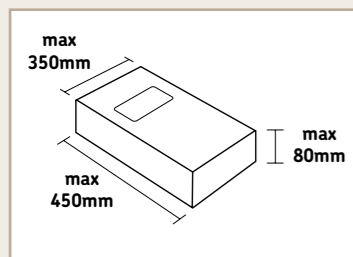


For example:

- Letters containing unfolded A4 paper
- Most brochures
- CDs
- DVDs
- Catalogues and company reports

From April 2013 we will be changing the way we price parcels by introducing two new parcel formats based on size and weight.

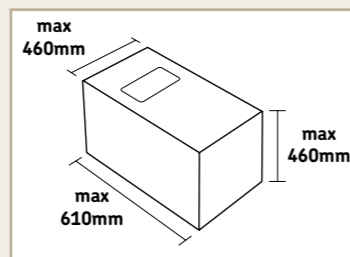
Small Parcel Up to 2kg



For example:

- Most books
- Most items of clothing
- Most toys and gifts

Medium Parcel Up to 20kg



For example:

- Most household appliances
- Most footwear
- Larger items of clothing

Want to know more?

Exceptions apply

The following items are also priced as Small Parcels:

1. Parcels that measure up to and including: Length: 16cm and Width: 16cm and Depth: 16cm
2. Roll or cylinder shaped parcels that measure up to and including: Length: 45cm and Diameter: 8cm

Roll or cylinder shaped parcels larger than these sizes can be posted as Medium Parcels up to and including 90cm in length and up to and including 104cm (length plus twice the diameter)

For more information about how to present your mail, please visit: www.royalmail.com/size

Your payment options

3

There are a number of payment options available to you. Just choose the one that's right for your business.

Franking

With a franking machine, you can pay for any amount of UK or international mail whenever you need to. So you won't have to worry about running out of stamps again. You simply top up your postage credit by phone, online, or via your account with your franking supplier. Franking can also save you money on your postage costs. For more information visit www.royalmail.com/franking

SmartStamp®

The SmartStamp® service includes a free software download that enables you to print out any quantity of stamps straight from your PC and add your company logo or a message. It's easy to use and will help your business look even more professional. For more information visit www.royalmail.com/smartstamp

Online Postage

Online Postage lets you print your postage through the Royal Mail website. You don't need new software, just a computer and printer. Log on, select the right service, add the address then buy, print and send your item. There's an online price finder tool to help you select the right postage. You can save time by using the Fast Drop service at selected Post Office® branches. To find out more, visit

www.royalmail.com/onlinepostage

Royal Mail Direct

Our convenient mail order service is designed to save you time. You can order from our full range of stamps, stamp rolls, pre-paid envelopes, Special Delivery Guaranteed™ stationery and international packaging. For more information or to place an order please go to www.royalmail.com/shop or call us on **08457 782 677**.

Post Office®

You'll find a range of stamp products at your local Post Office® branch and staff can also give you help and advice on the most cost effective solutions to meet your needs. For further details or to find your nearest Post Office® branch visit www.postoffice.co.uk

Credit Account

If you frequently send large amounts of mail then a Credit Account will save you time and money. Offering payment terms of up to 30 days, a Credit Account will help to ease cash flow and improve your budgeting. You can choose from either our **Standard Account** or our **Credit Balance Account**. With a Standard Account, you pay retrospectively for postage. With a Credit Balance Account, you pay in advance. If you want more information or would like to set up a Credit Account, visit www.royalmail.com/account or call us on **08457 950 950**.

To find out more about the services you can use with a Credit Account visit:

www.royalmail.com/prices2013 and download the PDF of Business contract services.

1st Class – is a quick, efficient delivery service for non-valuable items. We're committed to making your parcels and letters reach their destination the next working day, including Saturdays.

The right choice for your business if you:

- prices start at 60p for mail up to 100g
- great value option to get your post delivered safely and on time
- for parcels up to 20kg in weight. Parcel prices start from £3.00
- includes compensation cover up to £20

2nd Class – is a great value delivery service for non-valuable items.

The right choice for your business if you:

- prices start at 50p for mail up to 100g
- great value option to get your post delivered safely and on time
- aims to deliver the third working day after posting including Saturdays
- for parcels up to 20kg in weight. Parcel prices start from £2.60
- includes compensation cover up to £20

To find out more go to www.royalmail.com/1stclass or www.royalmail.com/2ndclass

Stamps and online

Format	Weight	1st Class	2nd Class
		Stamps/Online	Stamps/Online
Letter	0–100g	60p	50p
Large Letter	0–100g	90p	69p
	101–250g	£1.20	£1.10
	251–500g	£1.60	£1.40
	501–750g	£2.30	£1.90
Small Parcel	0–1kg	£3.00	£2.60
	1–2kg	£6.85	£5.60
Medium Parcel	0–1kg	£5.65	£5.20
	1–2kg	£8.90	£8.00
	2–5kg	£15.10	£13.35
	5–10kg	£21.25	£19.65
	10–20kg	£32.40	£27.70

Prices in this table are exempt from VAT.

1st Class and 2nd Class – continued

Franking

Format	Weight	1st Class	2nd Class
		Franking	Franking
Letter	0–100g	47p	33p
Large Letter	0–100g	71p	58p
	101–250g	£1.00	82p
	251–500g	£1.33	£1.09
	501–750g	£1.87	£1.53
Small Parcel	0–1kg	£2.65	£2.25
	1–2kg	£5.85	£4.60
Medium Parcel	0–1kg	£4.80	£4.40
	1–2kg	£7.50	£6.85
	2–5kg	£15.10	£13.35
	5–10kg	£21.25	£19.65
	10–20kg	£32.40	£27.70

Prices in this table are exempt from VAT.

For Business Mail Advanced (BMA) posted via a franking machine, 1st Class mail items should show 57p, 2nd Class mail items 39p. These control prices are before discount has been awarded. Discounted prices, also available on account, are shown in the Business Contract Services price guide 2013. The prices which will be charged for BMA items posted via a franking machine which are not successfully read will be 47.5p (exc VAT) for 1st Class, and 32.5p (exc VAT) for 2nd Class.

Pre-Paid envelopes

Delivery Service	Pre-Paid Envelopes per 100 items	
Weight up to	Size	Price
	DL size – (110mm x 220mm)	
1st Class up to 100g	100	£68.00
1st Class up to 100g	100 windows	£68.50
2nd Class up to 100g	100	£58.00
2nd Class up to 100g	100 windows	£58.50
	C5 size – (162mm x 229mm)	
1st Class up to 100g	100	£69.50
2nd Class up to 100g	100	£59.50
	C4 size – (228mm x 320mm)	
1st Class up to 100g	100	£96.00
2nd Class up to 100g	100	£77.00

Prices in this table are exempt from VAT.

Royal Mail Signed For™ – provides you extra reassurance that your item has been delivered.

The right choice for your business if you:

- would like proof of delivery and signature from recipient
- would like to check if your item has arrived wherever you are on your mobile
- would like small and medium parcels up to 20kg
- would like compensation cover up to £50

Format	Weight	1st Class		2nd Class	
		Stamps/Online	Franking	Stamps/Online	Franking
Letter	0–100g	£1.70	£1.57	£1.60	£1.43
Large Letter	0–100g	£2.00	£1.81	£1.79	£1.68
	101–250g	£2.30	£2.10	£2.20	£1.92
	251–500g	£2.70	£2.43	£2.50	£2.19
	501–750g	£3.40	£2.97	£3.00	£2.63
Small Parcel	0–1kg	£4.10	£3.75	£3.70	£3.35
	1–2kg	£7.95	£6.95	£6.70	£5.70
Medium Parcel	0–1kg	£6.75	£5.90	£6.30	£5.50
	1–2kg	£10.00	£8.60	£9.10	£7.95
	2–5kg	£16.20	£16.20	£14.45	£14.45
	5–10kg	£22.35	£22.35	£20.75	£20.75
	10–20kg	£33.50	£33.50	£28.80	£28.80

Prices in this table are exempt from VAT.

To find out more go to www.royalmail.com/signedfor

Royal Mail Special Delivery Guaranteed™ – is our fast, guaranteed* delivery service either by 9am** or by 1pm the next working day including Saturday.

The right choice for your business if you need:

- a choice of by 1pm or by 9am delivery time
- money back guarantee* if your item doesn't arrive on time
- end to end tracking and signature on delivery
- compensation cover up to £500 for by 1pm service and up to £50 for by 9am service
- additional compensation can be purchased up to £2,500 at the time of posting, ideal for sending urgent or valuable items such as money or jewellery
- Saturday delivery guarantee available for a fee
- increased compensation for loss or damage. For items where the damage, delay or loss of an item can lead to greater loss than the actual item itself. Consequential Loss cover is available up to £10,000

*On time delivery or your money back. Conditions apply: www.royalmail.com/special-delivery

**We guarantee delivery by 9am to more than 98% of all UK addresses depending on the service selected.

By 9am delivery is subject to recipient availability. Conditions apply: www.royalmail.com/special-delivery

To find out more go to: www.royalmail.com/specialdelivery or www.royalmail.com/special-delivery-9am

Royal Mail Special Delivery Guaranteed™ – continued

Special Delivery Guaranteed by 1pm™

Weight up to	Stamps/Online postage			Franking		
	Compensation for loss or damage			Compensation for loss or damage		
	Up to	Up to	Up to	Up to	Up to	Up to
	£500	£1,000	£2,500	£500	£1,000	£2,500
100g	£6.22	£7.22	£9.22	£5.95	£6.95	£8.95
500g	£6.95	£7.95	£9.95	£6.55	£7.55	£9.55
1kg	£8.25	£9.25	£11.25	£7.75	£8.75	£10.75
2kg	£11.00	£12.00	£14.00	£10.40	£11.40	£13.40
10kg	£25.80	£26.80	£28.80	£25.80	£26.80	£28.80
20kg	£40.00	£41.00	£43.00	N/A	N/A	N/A

Prices in this table are exempt from VAT.

Special Delivery Guaranteed™

Special Delivery Guaranteed by 1pm™ with Saturday Guarantee*

Weight up to	Stamps**			Franking†		
	Compensation for loss or damage			Compensation for loss or damage		
	Up to	Up to	Up to	Up to	Up to	Up to
	£500	£1,000	£2,500	£500	£1,000	£2,500
100g	£10.46	£11.66	£14.06	£10.14	£11.34	£13.74
500g	£11.34	£12.54	£14.94	£10.86	£12.06	£14.46
1kg	£12.90	£14.10	£16.50	£12.30	£13.50	£15.90
2kg	£16.20	£17.40	£19.80	£15.48	£16.68	£19.08
10kg	£33.96	£35.16	£37.56	£33.96	£35.16	£37.56
20kg	£51.00	£52.20	£54.60	N/A	N/A	N/A

Prices in this table include VAT at 20%.

*On time delivery or your money back. Conditions apply: www.royalmail.com/special-delivery

**Available in Post Office® branches only.

†Available on Smart meters only – not standard franking/meter machines.

Special Delivery Guaranteed™ – continued

Special Delivery Guaranteed by 1pm™ with Consequential loss

You can pay an additional amount to cover any consequential loss to you or your business in the unlikely event of the late or non arrival of your item. Prices start from an extra £3.41 (inc. VAT at 20%).

Special Delivery Guaranteed by 9am™

	Stamps**			Franking†		
	Compensation for loss or damage			Compensation for loss or damage		
Weight up to	Up to £50	Up to £1,000	Up to £2,500	Up to £50	Up to £1,000	Up to £2,500
100g	£17.64	£19.84	£23.34	£16.32	£18.52	£22.02
500g	£19.92	£22.12	£25.62	£18.36	£20.56	£24.06
1kg	£21.60	£23.80	£27.30	£19.92	£22.12	£25.62
2kg	£26.16	£28.36	£31.86	£24.12	£26.32	£29.82

Prices in this table include VAT at 20%.
 **Available in Post Office® branches only.
 †Available on Smart meters only – not standard franking/meter machines.

Special Delivery Guaranteed by 9am™ with Saturday Guarantee*

	Stamps**			Franking†		
	Compensation for loss or damage			Compensation for loss or damage		
Weight up to	Up to £50	Up to £1,000	Up to £2,500	Up to £50	Up to £1,000	Up to £2,500
100g	£20.64	£22.84	£26.34	£19.32	£21.52	£25.02
500g	£22.92	£25.12	£28.62	£21.36	£23.56	£27.06
1kg	£24.60	£26.80	£30.30	£22.92	£25.12	£28.62
2kg	£29.16	£31.36	£34.86	£27.12	£29.32	£32.82

Prices in this table include VAT at 20%.
 *On time delivery or your money back – restrictions apply.
 **Available in Post Office® branches only.
 †Available on Smart meters only – not standard franking/meter machines.

Special Delivery Guaranteed™ – continued

Special Delivery Guaranteed by 9am™ with Consequential loss

You can pay an additional amount to cover any consequential loss to you or your business in the unlikely event of the late or non-arrival of your item. Prices start from an extra £2.28 (inc. VAT at 20%).

Special Delivery Guaranteed by 9am™ Pre-Paid Envelopes

Size	Price
5 x C4 9am envelopes (up to 500g)	£99.60

The price in this table includes VAT at 20%.

Special Delivery Guaranteed by 1pm™ Pre-Paid Envelopes

Size	Price
5 x C5 Special Delivery Guaranteed by 1pm™ envelopes (up to 500g)	£34.75
5 x C4 Special Delivery Guaranteed by 1pm™ envelopes (up to 500g)	£34.75
5 x C3 Special Delivery Guaranteed by 1pm™ envelopes (up to 1kg)	£41.25
5 x Special Delivery Guaranteed by 1pm™ light goods packs (up to 2kg)	£55.00

Prices in this table are exempt from VAT.

Parcelforce Worldwide

i For parcels over 2kg and/or larger than a Medium Parcel size – please contact Parcelforce Worldwide, who offer a range of cost effective delivery options. Maximum size limit applies.

A range of Guaranteed* UK express timed services.

Weight up to	express48	express24	expressAM	express10	express9
2kg	£11.96	£15.96	£19.96	£29.96	£39.96
5kg	£12.92	£16.92	£20.92	£30.92	£40.92
10kg	£15.92	£19.92	£23.92	£33.92	£43.92
15kg	£22.46	£26.46	£30.46	£40.46	£50.46
20kg	£27.68	£31.68	£35.68	£45.68	£55.68
25kg	£38.48	£42.48	£46.48	£56.48	£66.48
30kg	£42.50	£46.50	£50.50	£60.50	£70.50
Per extra kg	£1.38	£1.38	£1.38	£1.38	£1.38

Prices in this table include VAT at 20%.

*Guarantee definition: A refund of the whole or a proportionate part of the consignment charges in the event of late delivery in line with our UK or International Conditions of Carriage for Retail Services. Delivery time begins from date of collection.

Visit www.parcelforce.com or call **08448 00 44 66**.

Royal Mail Sameday® – nationwide, same-day courier service.

The right choice for your business if you:

- need important packages delivered the same day
- want guaranteed* delivery 24/7 to 99.5% of all UK business addresses
- would like to set up a Royal Mail Sameday® contract or just use the service when you need it
- need to track your items online and require an electronic signature within seconds of the item being delivered

To find out more, get a quote or make a booking, visit: www.royalmail.com/sameday or call: **0845 850 55 22**

*Same day delivery or your money back.

Airmail – is a fast, cost-effective way to send items abroad.

The right choice for your business if you:

- need to get your item delivered with speed, to anybody, almost anywhere in the world
- want to send postcards or letters, small parcels or printed papers
- want free returns if mail is undelivered

Letters up to 100g*

Weight up to	Europe		World Zones 1 & 2	
	Stamps/Online	Franking	Stamps/Online	Franking
Postcard	88p	79p	88p	79p
10g	88p	79p	88p	79p
20g	88p	79p	£1.28	£1.16
40g	£1.28	£1.14	£1.88	£1.66
60g	£1.68	£1.49	£2.48	£2.21
80g	£2.03	£1.79	£3.08	£2.76
100g	£2.38	£2.09	£3.50	£3.20

Prices in this table are exempt from VAT.

*For specifications on what can be sent go to www.royalmail.com/airmail

Small Parcels up to 100g*

Weight up to	Europe		World Zones 1 & 2	
	Stamps/Online	Franking	Stamps/Online	Franking
100g	£3.00	£2.70	£3.50	£3.20

Prices in this table are exempt from VAT.

*For specifications on what can be sent go to www.royalmail.com/airmail

Airmail – continued

Letters, Small Parcels and Printed Papers over 100g*

Weight up to	Europe		World Zone 1		World Zone 2	
	Stamps/ Online	Franking	Stamps/ Online	Franking	Stamps/ Online	Franking
250g	£3.50	£3.15	£4.50	£4.20	£4.70	£4.25
500g	£4.95	£4.45	£7.20	£6.60	£7.55	£6.85
750g	£6.40	£5.75	£9.90	£9.00	£10.40	£9.45
1kg	£7.85	£7.05	£12.60	£11.40	£13.25	£12.05
1.25kg	£9.30	£8.35	£15.30	£13.80	£16.10	£14.65
1.5kg	£10.75	£9.65	£18.00	£16.20	£18.95	£17.25
1.75kg	£12.20	£10.95	£20.70	£18.60	£21.80	£19.85
2kg	£13.65	£12.25	£23.40	£21.00	£24.65	£22.45
Printed Papers* only						
Each additional 250g or part thereof up to 5kg add	£1.45	£1.30	£2.70	£2.40	£2.85	£2.60

Prices in this table are exempt from VAT.

*Only books up to 5kg can be sent to the Republic of Ireland. Maximum weight for printed papers is 2kg to Canada and Cambodia.

Surface Mail – is a cost-effective way to send heavier items abroad.

The right choice for your business if you:

- need an economical alternative to Airmail for sending items abroad
- don't need your items to arrive in a hurry

To find out more go to www.royalmail.com/surfacemail

Letters up to 100g* (outside Europe only)

Weight up to	Price
20g	78p
60g	£1.33
100g	£1.88

Prices in this table are exempt from VAT.

*For specifications on what can be sent go to www.royalmail.com/surfacemail

Small Parcels up to 100g*

Weight up to	Price
100g	£2.60

Prices in this table are exempt from VAT.

*For specifications on what can be sent go to www.royalmail.com/surfacemail

Letters, Small Parcels* and Printed Papers over 100g (letters outside Europe only)

Weight up to	Price
250g	£3.25
500g	£4.85
750g	£6.45
1kg	£8.05
1.25kg	£9.65
1.5kg	£11.25
1.75kg	£12.85
2kg	£14.45
Printed Papers* only	
Each 250g or part thereof up to 5kg add £1.60	

Prices in this table are exempt from VAT.

*For specifications on what can be sent go to www.royalmail.com/surfacemail

International Signed For – provides you extra reassurance that your item has been delivered to its overseas destination.

The right choice for your business if you:

- want tracking in the UK and in some overseas destinations, with a signature taken on delivery
- would like compensation included for loss or damage, with the option to get added cover for an additional fee
- need to send the item to almost anywhere in the world

For more information go to www.royalmail.com/internationalsignedfor

	Fee	Additional Compensation*
International Signed For	£5.30	£2.60

Prices in this table are exempt from VAT.

*compensation cover available up to £250 or £500 depending on destination.

Airsure® – is a fast and secure delivery service to 35 destinations* worldwide with online confirmation of delivery.

The right choice for your business if you:

- want fast, secure, fully tracked delivery of an item and want it to receive priority handling
- would like compensation included for loss or damage, with the option to get added cover up to £500 for an additional fee
- require visibility of your item via online tracking and online confirmation that your item has been delivered

*Go to our website to see a full list of destinations.

Prices shown in the tables below are for European Union (EU) destinations only.

Prices for Non-EU and Rest of the World destinations are calculated by adding £5.40 to your chosen Airmail price shown on pages 11-12 (Non-EU and Rest of the World prices are zero rated for VAT).

The price for extra compensation is £2.60 (VAT at 20% applies to EU destinations).

Letters up to 100g

EU Letters		
Weight up to	Stamps	Franking
20g	£7.06	£6.95
40g	£7.54	£7.37
60g	£8.02	£7.79
80g	£8.44	£8.15
100g	£8.86	£8.51

Prices in this table include VAT at 20%.

Small Parcels up to 100g

EU Small Parcels		
Weight up to	Stamps	Franking
100g	£9.60	£9.24

Prices in this table include VAT at 20%.

For more information go to www.royalmail.com/airsure

Business Collections – have your mail collected to save you time.

The right choice for your business if you:

- need single or regular daily collections from your office to fit around your needs

FREE – if you apply for the service and spend more than £15,000 per year per site on Royal Mail services.

For more information go to www.royalmail.com/collections

Spend per annum on Royal Mail services less than £15,000	
Type of regular collection	Price per annum
Weekday	£775
Weekday Timed	£1,750
Saturday	£240
Saturday Timed	£465
Additional Floor Fees*	£190
Collection on demand**	Price per collection
Single	£14.42

Prices in this table exclude VAT, which is charged at the standard rate.
 *Additional fee for each floor, if the collection is not located on first floor of access.
 ** All collection times to be mutually agreed with the local collections manager.

Early Collect – enables you to collect your mail at an earlier time that suits you.

The right choice for your business if you:

- want to respond to your customers at the earliest opportunity
- need the convenience of picking up mail from your local delivery office before office hours, 6.00am until 8.30am, Monday to Saturday

For more information go to www.royalmail.com/earlycollect

Service	Price per annum
Early Collect	£3,045

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

Royal Mail Timed Delivery® – enables you to specify what time of day you want your mail delivered.

The right choice for your business if you:

- need to process mail at a particular time of the day, such as early morning
- want to be totally confident of exactly when mail will be delivered
- are located within ten miles of a delivery office

For more information go to www.royalmail.com/timeddelivery

Service	Price per annum
Timed Delivery™	£3,400

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

Selectapost

	Price	Price
	If delivered to a single point	If delivered to multiple points
Quarterly charge per selection	£34	£34
per 1000 Letters	£21.50	£22.75
per 1000 Large Letters	£32.75	£33.50

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

To find out more go to www.royalmail.com/selectapost

Selectapost – saves you time by delivering mail already sorted by up to 25 departments or categories.

The right choice for your business if you:

- need to have mail on desks in the quickest possible time
- need us to deliver your mail already sorted into as many as 25 categories that you specify, such as departments or your floors

To find out more go to www.royalmail.com/selectapost

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 www.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 to 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 www.royalmail.com/earlyextraction

PO Box® – provides you with a convenient, professional address.

The right choice for your business if you:

- need an easy-to-remember address
- need to separate certain items from your normal post, for example, responses to a competition
- need to project the right image with a discreet address on your packaging

To find out more go to www.royalmail.com/pobox

Service Type	Price
Basic Service	
6 months	£115.50
1 year	£203.50
Basic Service plus mail from a box delivered to a street address	
6 months	£137.50
1 year	£253
Basic Service plus mail transferred from a street address to a box	
6 months	£165
1 year	£302.50
Locked Box	
1 year	£290

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

Business Keepsafe™ – gives you peace of mind while you’re away.

The right choice for your business if you:

- need to close your business for a holiday
- want us to hold your mail for up to two months while you’re away from the office and then deliver it on a date which suits you

To find out more go to www.royalmail.com/keepsafe

Keepsafe™ Business	Price
66 days at any time	£46

Prices in this table are exempt from VAT.

N.B. We require five days to process your Keepsafe™ application and set up the service.

Business Redirection – ensures you’re still receiving mail when you move premises.

The right choice for your business if you:

- are moving premises but want to continue to receive mail sent to your former address. With a Redirection, your mail will follow you to your new address, even if the move is only temporary, both within the UK or abroad
- want us to redirect your mail for up to two years (or six months for PO Box® addresses)

To find out more go to www.royalmail.com/redirection

Duration	Social			Business		
	UK VAT Exempt	EU Inc VAT	Non EU Zero rated	UK VAT Exempt	EU Inc VAT	Non EU Zero rated
Up to 3 months	£21	£89	£81	£120	£185	£170
Up to 6 months	£33	£137	£124	£195	£285	£255
Up to 1 year	£50	£198	£178	£350	£490	£430

N.B. We require five days to process your Redirection application and set up the service. We cannot redirect mail from an address you share with other organisations where you do not have a dedicated mail delivery. You may be able to use the Royal Mail Diversion service as an alternative.

Diversion – ensures you continue to receive mail when part of your business relocates.

The right choice for your business if:

- only part of your company is relocating. So if you don’t want all your mail sent to your new address, our Diversion service ensures that your relocated department gets all the right mail

To find out more go to www.royalmail.com/diversion

Duration	Price
3 months	£600
6 months	£1,050
1 year	£1,950

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

Customer delivery

Local Collect® – gives your customers the choice to have their packages sent to their local Post Office® branch

The right choice for your business if you:

- want to offer your customers a greater choice of delivery options
- want to ensure a sale by providing extra convenience for your customers

To find out more go to www.royalmail.com/localcollect

Service	Price per item
Business	75p

The price in this table excludes VAT, which is charged at the standard rate.

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.

Duration	Price
30 days	£160
60 days	£270
90 days	£350
180 days	£610
1 year	£920

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

Posting Cheque administration charge – is the administration fee for processing posting cheques.

To find out more go to www.royalmail.com/postingcheques

Service	Price
Paper Posting Cheques	£10

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

Private Posting Box – enables you to have a posting box on your site, providing a convenient way for your customers to post mail.

Service	Price per year
Private Posting Box – collection fee	£775

The price in this table excludes VAT, which is charged at the standard rate.

Royal Mail administration fee for collection of HMRC charges – is applied when we process the Customs VAT/Duty on goods coming into the UK.

Service	Price per item
Royal Mail handling fee	£8

VAT is not applicable to this fee.

Royal Mail Pouch Services – enables you to send mail between your branches overnight.

To find out more go to www.royalmail.com/pouchservices

Weight of pouch	Price of pouch	Number of sites	Prices per site
350-500g	£2.44	0-50	£127
501-1000g	£2.44	51-100	£92
1001-2000g	£4.24	101-500	£65
2001-5000g	£8.34	501-1000	£26
5001-10000g	£14.42	1001-1500*	£21

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

*The maximum number of sites for Royal Mail Pouch services is 1500.

Rural Newspaper Delivery – is a newspaper distribution service on behalf of newspaper distribution companies, newsagents and other outlets to customers located in remote areas.

Service	Price
Rural Newspaper Delivery	£1.55

The price in this table excludes VAT, which is charged at the standard rate.

Safebox – is an easy-to-use, all-in-one secure package for anyone wishing to send specimens.

To find out more go to www.royalmail.com/safebox

Service	Price
48 x 1st Class cartons	£274
12 x 1st Class cartons	£72
48 x Special Delivery cartons	£457
12 x Special Delivery cartons	£118

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



Royal Mail