

Top tips for saving time and money when you're franking



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Watch out for those large letters

If you loosely fold lots of sheets of paper into an envelope, it could push a letter into the large letter category.

Try this...

Go over the differences between letters and large letters with staff so you're not underpaying. You'll find all the info on weights and sizes at royalmail.com/size.

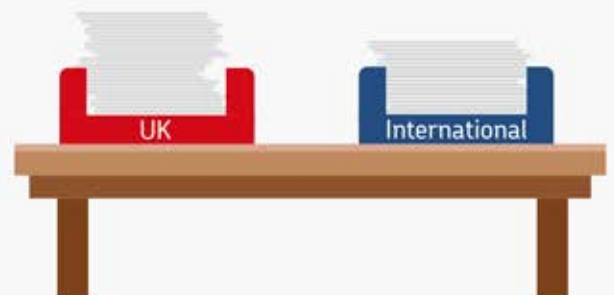


Train temporary staff

Mistakes peak during summer and Christmas holidays when temporary staff are covering annual leave.

Try this...

Make sure they understand the sizes for a letter, large letter and parcel. You could print out the sizes and put them next to your franking machine. Find all the information on weights and sizes at royalmail.com/size.



Keep UK and international mail separate

If the letters on top of a pile are for the UK, it's easy to frank international letters lower down the pile as UK mail too.

Try this...

Use separate trays for UK and international mail. It also saves staff having to sort through each pile of mail.