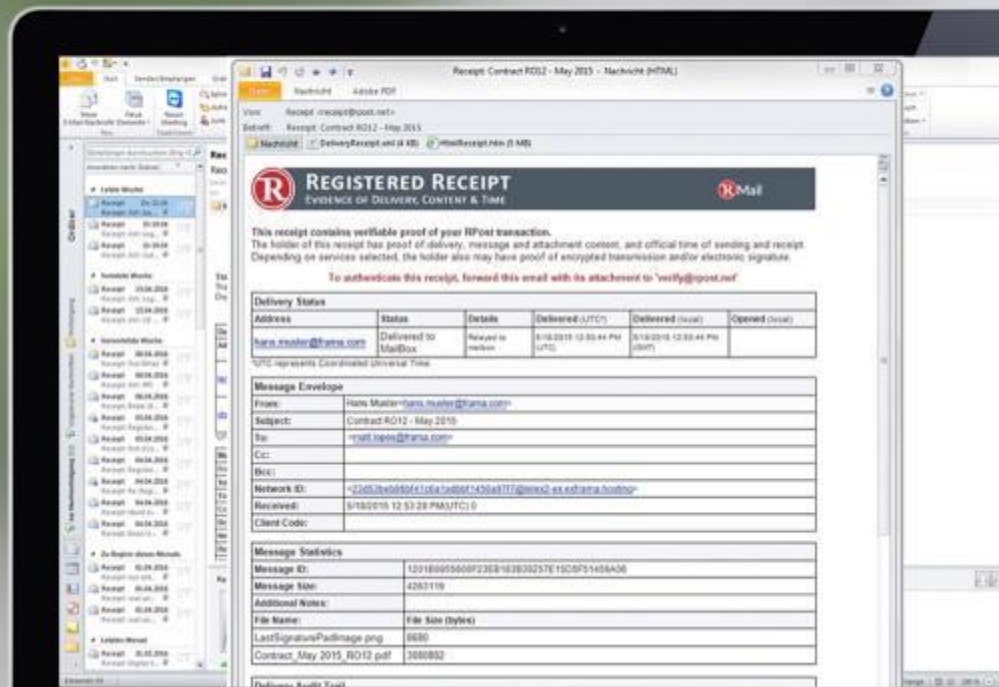


# WELCOME TO BUSINESS MAIL ADVANCED

Save more on postage with higher volume transactions



## WHAT IS BUSINESS MAIL ADVANCED?



Business Mail Advanced is a Royal Mail product for general correspondence letters which offers a discount to high volume users sending 250 or more 1<sup>st</sup> class or 2class letters in one transaction.

As discounts are based on volume, the more letters sent in a single transaction, the bigger the discount!

Qualifying mail items are cheaper than MailMark equivalent frank

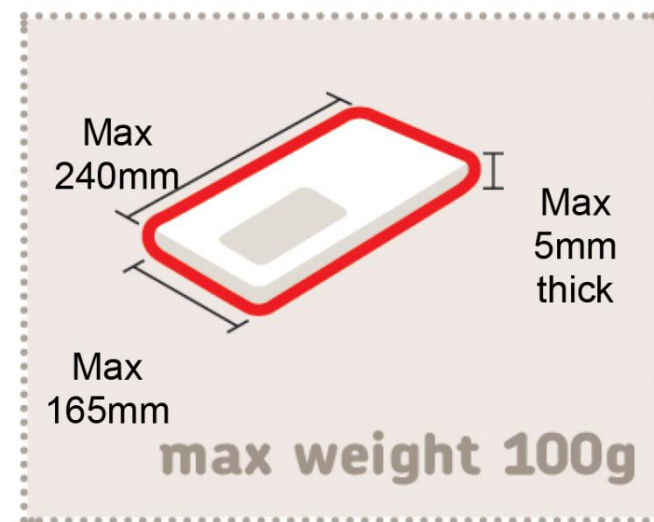
## HOW DOES IT WORK?

1. The new Business Mail tariff is automatically built in to your Frama Franking Machine
2. Choose Business Mail Advanced option on Frama Franking machine
3. Enter your unique code (provided by Frama)
4. Frank and send at least 250 1<sup>st</sup> class letters or 2<sup>nd</sup> class letters in one transaction
5. Prepare mail following all Business Mail Advanced requirements
6. Send as usual
7. The new system will now automatically send refunds and/or credits from Royal Mail directly back on to your postage account. No more cheques!



## HOW TO QUALIFY FOR BUSINESS MAIL ADVANCED RATE

1. MailMark™ compliant Frama F10, F12, F22, F32, F42, F62 or F82 franking system
2. Send a minimum of 250 letters in one transaction to earn the discount
3. Standard letter size **ONLY** (240x165x5mm) up to 100g
4. Every letter **MUST** have full and correct address details
5. Every letter **MUST** be the correct way up, facing forward & upside down in tray
6. All letters **MUST** be placed in Royal Mail trays with correct Royal Mail label
7. All letters **MUST** be split by class. Do not mix 1st & 2<sup>nd</sup> class. 250 minimum is per class, not a combination of the two.
8. You **MUST** use white envelopes
9. You **MUST** be able to reclaim VAT to earn the discount



**PLEASE NOTE:**  
Failure to adhere to all points below can  
jeopardise receiving the Business Mail discount

## HOW MUCH CAN I SAVE?

			Price per item with Business mail applied (by volume). This price includes the reclaimed VAT plus BMA discount.		
	Standard franking price	MailMark price	250-999	1,000-2,499	2,500-9,999
1 <sup>st</sup> Class	77p	72p	57p	54.7p	51.9p
2 <sup>nd</sup> Class	55p	47p	36p	35.7p	35.3p

1. Franking machine initially charges 69p for 1st class Business Mail frank, per item (44p for 2nd class)
2. Items are then sent and Royal Mail determine if all items adhere to the qualification criteria
3. For each qualifying item of mail, the VAT charged can be reclaimed
4. The total discount is specific for each volume of letters. Please see the chart above for discount by volume