

AUTOMATED PROCESSING AND SORTING

It is important to distinguish between the processing and the sorting of mail by the automated equipment used by An Post.

Automated Processing (Machinability):

To be processed by the automated equipment mail must conform to the size dimensions shown in the table below. Only customers with mail which conforms to these dimensions can avail of discounts 1 – 6 and 12 as shown overleaf.

| | Letter/Postcard | | Large Envelope | |
|--------|-----------------|---------|----------------|---------|
| | Minimum | Maximum | Minimum | Maximum |
| Length | 140mm | 230mm | 250mm | 350mm |
| Width | 90mm | 162mm | 160mm | 250mm |
| Depth | 0.18mm | 5mm | 0.75mm | 18mm |

Automated Sorting (Readability):

The ability of automated equipment to read the address on each mail item and sort it correctly is a function of a number of variables including the accuracy and legibility of the address, the font used and the spacing between the characters that make up the address.

An Post has produced a brochure entitled 'Speed Up Your Post' which outlines the criteria that need to be met when posting large volumes of mail. It is only by meeting these criteria that mail can be sorted by automated equipment and customers avail of the relevant discounts. Customers wishing to avail of the discounts should telephone our **Business Desk on CallSave 1850 26 23 62**. Alternatively, log onto www.anpost.ie where a copy of the brochure is available.

NON-AUTOMATED (MANUAL) PROCESSING

Mail presented for discounts 7–11 must conform to standard dimensions.

| | Letter/Postcard | | Large Envelope | | Packet | |
|--------|-----------------|---------|----------------|---------|---------|---|
| | Minimum | Maximum | Minimum | Maximum | Minimum | Maximum |
| Length | 140mm | 235mm | 140mm | 400mm | 100mm | Length+width+depth cannot exceed 900mm No one dimension can exceed 600mm |
| Width | 90mm | 162mm | 90mm | 300mm | 70mm | |
| Depth | 0.18mm | 5mm | 0.18mm | 25mm | 25mm | |

DISCOUNTED MAIL ACCEPTANCE OFFICES

Customers wishing to avail of any of the discounts shown overleaf may present their mail at one of the An Post main Mail Centres which are located at:

- Dublin** - Oak Road, Knockmitten, Dublin 12
- Cork** - Little Island, Cork
- Athlone** - Dublin Road, Athlone, Co. Westmeath
- Portlaoise** - Father Browne Avenue, Portlaoise, Co. Laois

In the case of discounts 9 – 12 as shown overleaf, customers may also present their mail at any of the following designated mail acceptance offices in the cities and towns shown below. In many cases, these Mail Centres adjoin the city or town's main Post Office. Acceptance Offices for discounted mail are located at:

- Ballina, Bray, Carlow, Carrick-on-Shannon, Castlebar, Cavan, Clonmel, Cork City (Togher), Drogheda, Dublin 2 Delivery Services Unit (Cardiff Lane), Dundalk, Dungarvan, Ennis, Galway, Glenageary, Kilkenny, Killarney, Letterkenny, Lifford, Limerick, Longford, Mallow, Maynooth, Monaghan, Mullingar, Naas, Navan, Nenagh, Newbridge (Droichead Nua), Roscommon, Shannon, Sligo, Swords, Thurles, Tralee, Tuam, Tullamore, Waterford and Wexford.**

Where mail is presented to avail of discount 12 (as shown overleaf), at other than one of the four main Mail Centres (shown above), it will be transferred to one of these main Mail Centres for processing as it is only at these Centres that mail can be processed in a manner that justifies the discount. Any mail transferred will be delivered to its destination one working day later than it would otherwise be.

Likewise, where discounted mail comprising of Large Envelopes is presented to avail of discounts 1 – 6 and 12 (as shown overleaf) anywhere other than at the Mail Centre at **Knockmitten in Dublin**, it will be delivered one working day later. Only that Mail Centre can process Large Envelopes in a manner that justifies the granting of these discounts and mail presented elsewhere must be transferred to that Centre for processing.

HOW TO PROCEED

A contract for discounts may be obtained from any of the An Post Account Managers. If you wish to arrange for a meeting with an Account Manager, telephone our **Business Desk on CallSave 1850 26 23 62**.

Disclaimer: The information contained in this leaflet is for illustrative purposes only. See your contract for full terms and conditions.



Bulk Discounts For Mailers

3rd March 2008



BULK DISCOUNTS FOR MAILERS

An Post offers a range of discounts to customers who present mail at a time or in a manner that generates cost efficiencies. The full range of discounts is available to customers posting more than 2,000 items in a single posting with a more limited offering available to customers posting between 350 and 2,000 items.

The criteria which give rise to the discounts are outlined below and a list of the various discounts is shown opposite.

- Mail is presented to An Post at a time that facilitates off-peak processing and sorting. Different levels of discounts are available for mail presented before noon, before 3pm or before 5:30pm.
- Mail is presented which can be processed by the automated equipment used by An Post. A different level of discount is available depending on whether more or less than 85% of the mail presented can be sorted without manual intervention.
- Deferred delivery of mail, i.e. customers who do not have a requirement for next working day delivery.

Customers wishing to avail of the discounts should telephone our Business Desk on **CallSave 1850 26 23 62**

An Post offers separate discounts to volume posters of direct mail (PostAim) and to publishers of magazines and periodicals (Publications Service). These are separate service offerings and cannot be availed of in conjunction with the discounts outlined in this leaflet.

Discounts 1-12: As shown in the schedule below, these are only available to customers with more than 2,000 items in a single posting.










Meter customers may also avail of discounts for mailings of more than 350 items (see separate brochure).

In the schedule of discounts below:

***Auto-processing (machinability)** refers to mail which can be processed through the automated equipment installed in one of the four An Post Mail Centres.

***Auto-sort (readability)** refers to the ability of the automated equipment to read the addresses on mail and sort them to their destinations without any manual intervention.

*For further information see overleaf

| | | |
|---|--------------------------|---|
|  | Letters/Postcards |  |
| | |  |
|  | Large Envelopes |  |
| | |  |
|  | Packets |  |
| | |  |

Mail Presented at Main Mail Centres (See Overleaf)

| Weight Not Over | | 50g | 100g | 50g | 100g | 250g | 500g | 1kg | 100g | 250g | 500g | 1kg |
|---|-----------------|----------------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 1. Presentation before noon | auto-processing | 10c 44c | 10c 44c | 12c 83c | 12c 83c | 14c €1.21 | 18c €1.72 | 21c €2.79 | - | - | - | - |
| 2. Presentation before 3pm | auto-processing | 9c 45c | 9c 45c | 9c 86c | 9c 86c | 12c €1.23 | 17c €1.73 | 20c €2.80 | - | - | - | - |
| 3. Deferred Processing before noon | auto-processing | 12c 42c | 12c 42c | 15c 80c | 15c 80c | 17c €1.18 | 20c €1.70 | 24c €2.76 | - | - | - | - |
| 4. Presentation before noon | 85%+ auto-sort | 11c 43c | 11c 43c | 15c 80c | 15c 80c | 22c €1.13 | 27c €1.63 | 31c €2.69 | - | - | - | - |
| 5. Presentation before 3pm | 85%+ auto-sort | 10c 44c | 10c 44c | 13c 82c | 13c 82c | 21c €1.14 | 25c €1.65 | 30c €2.70 | - | - | - | - |
| 6. Deferred Processing before noon | 85%+ auto-sort | 13c 41c | 13c 41c | 19c 76c | 19c 76c | 26c €1.09 | 31c €1.59 | 35c €2.65 | - | - | - | - |
| 7. Presentation before 3pm | | 8c 46c | 8c 46c | 8c 87c | 8c 87c | 7c €1.28 | 6c €1.84 | 6c €2.94 | 16c €2.04 | 12c €2.58 | 11c €3.74 | 9c €5.91 |
| 8. Deferred Processing before noon | | 10c 44c | 10c 44c | 13c 82c | 13c 82c | 10c €1.25 | 11c €1.79 | 9c €2.91 | 22c €1.98 | 18c €2.52 | 16c €3.69 | 12c €5.88 |

- Mail must be presented before noon at one of the main Mail Centres and must be capable of being processed, though not necessarily auto-sorted, by automated equipment.
- Mail must be presented before 3pm at one of the main Mail Centres and must be capable of being processed, though not necessarily auto-sorted, by automated equipment.
- Mail must be presented before noon at one of the main Mail Centres and must be capable of being processed, though not necessarily auto-sorted, by automated equipment. In addition, mail must be presented at least two working days in advance of the working day on which delivery is required.
- Mail must be presented before noon at one of the main Mail Centres and must be capable of being processed by automated equipment, with at least 85% of it sortable to its destination by automated equipment.

- Mail must be presented before 3pm at one of the main Mail Centres and must be capable of being processed by automated equipment, with at least 85% of it sortable to its destination by automated equipment.
- Mail must be presented before noon at one of the main Mail Centres and must be capable of being processed by automated equipment, with at least 85% of it sortable to its destination by automated equipment. In addition, mail must be presented at least two working days in advance of the working day on which delivery is required.
- Presentation before 3pm at one of the main Mail Centres of mail that cannot be processed by automated equipment.
- Presentation before noon at one of the main Mail Centres of mail that cannot be processed by automated equipment. In addition, mail must be presented at least two working days in advance of the working day on which delivery is required.

Mail Presented at Main Mail Centres or Designated Acceptance Office (See overleaf)

| Weight Not Over | | 50g | 100g | 50g | 100g | 250g | 500g | 1kg | 100g | 250g | 500g | 1kg |
|--|-----------------|----------------|----------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 9. Pre Sorted (152 sorts) before 5:30pm | | 10c 44c | 10c 44c | 13c 82c | 13c 82c | 10c €1.25 | 17c €1.73 | 16c €2.84 | 20c €2.00 | 17c €2.53 | 26c €3.59 | 22c €5.78 |
| 10. Pre Sorted (152 sorts) before noon | | 11c 43c | 11c 43c | 16c 79c | 16c 79c | 14c €1.21 | 19c €1.71 | 18c €2.82 | 24c €1.96 | 20c €2.50 | 30c €3.55 | 24c €5.76 |
| 11. Deferred Processing before noon | | 6c 48c | 6c 48c | 6c 89c | 6c 89c | 5c €1.30 | 5c €1.85 | 5c €2.95 | 14c €2.06 | 10c €2.60 | 10c €3.75 | 7c €5.93 |
| 12. Deferred Processing before noon | auto-processing | 9c 45c | 9c 45c | 9c 86c | 9c 86c | 12c €1.23 | 17c €1.73 | 20c €2.80 | - | - | - | - |

- Presentation before 5:30pm at a designated Acceptance Office of mail that cannot be processed by automated equipment, but is already sorted to the specifications for the An Post PostAim Service. Please contact the Business Desk on CallSave 1850 26 23 62 if you require details of these specifications
- Presentation before noon at a designated Acceptance Office of mail that cannot be processed by automated equipment, but is already sorted to the specifications for the An Post PostAim Service. Please contact the Business Desk on CallSave 1850 26 23 62 if you require details of these specifications.

- Presentation before noon at a designated Acceptance Office of mail that cannot be processed by automated equipment. In addition, mail must be presented at least two working days in advance of the working day on which delivery is required.
- Presentation before noon at a designated Acceptance Office of mail that is capable of being processed, though not necessarily auto-sorted, by automated equipment. In addition, mail must be presented at least two working days in advance of the working day on which delivery is required.