

DESIGNATED MAIL ACCEPTANCE OFFICES AND MAIL CENTRES

Customers wishing to avail of one of the two discounts in this brochure may present their mail at any of the following designated Mail Acceptance Offices. In many cases, these Mail Acceptance Offices adjoin the city or town's main Post Office.

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.

In addition to the Offices above, customers may also present mail at any of the Mail Centres listed below.

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

FRANKING OF DISCOUNTED MAIL

As mail sent by either of these discounted services does not receive next day delivery, it should be dated one working day later than the actual posting date.

PAYMENT FOR DISCOUNTED MAIL

Where the postage on mail being sent by either of the discount services is being paid by meter/frank, the mail should be franked with the normal postage payable and the value of any discounts will be refunded retrospectively. In the case of discounted mail posted by Ceadúnas, a postage rate that is net of discount will be paid at the time of posting.

**For further information please call the
Business Desk on CallSave 1850 26 23 62**

TERMS AND CONDITIONS

Bulk Discounts for Mailers (for volumes of 350 items upwards)

The An Post Mail Services are provided in accordance with An Post Standard Terms and Conditions as set out in Statute and otherwise notified to customers from time to time.

In the Terms and Conditions below the following terms shall have the following meaning attributed to them;

Ceadúnas: The term Ceadúnas or 'Posting under Special Licence' shall mean a method of paying for postage offered by An Post to a Customer who regularly posts large volumes of mail. This allows Customers have an approved Ceadúnas logo (which denotes payment of postage) printed on their envelopes thereby eliminating the need to stamp or frank individual pieces of mail.

Customer: The term Customer shall for this purpose mean the name of individual, Company or Organisation in whose name the franking/meter machine (used to frank discounted mail) is registered, or in whose name the Ceadúnas (Licence) is held.

Mail and Postal Items: In the following Terms and Conditions the terms 'Mail' and 'Postal Items' shall be used interchangeably to mean the items presented by a Customer for posting.

Ordinary Mail: The term Ordinary Mail shall refer to mail being sent by Standard Post as opposed to mail being sent by other mail services, e.g. Registered Post or Express Post.

1. Discounts shall only be available to a Customer posting by ordinary post, a minimum of 350 Postal Items of similar size, shape and falling within the same weight band, bearing the same franking impression and all being for delivery in Ireland. In cases where postage is being paid by Ceadúnas, the minimum number of Postal Items required to avail of a discount shall be 2,000 and all must bear the same Ceadúnas (Licence) number.
2. The level of discounts available shall be as outlined in the 'Bulk Discounts for Mailers Brochure (350+ items)'. No Postal item may qualify for more than one workshare discount. Items also benefit from a 1c payment method discount for letters at the base rate up to 100g i.e. 54c.
3. Mail presented to avail of these discounts shall comply with the size dimensions as outlined in the 'Bulk Discounts for Mailers Brochure (350+ items)' and each item shall include a return address, preferably in the top left hand corner on the front of the envelope.
4. (a) Meter Mail; Mail presented to avail of a discount shall be franked with the appropriate full postage rate applicable to meter mail. Any discount granted shall be paid to the Customer retrospectively. The value of discounts granted to a Customer shall be paid at the end of each quarter (i.e. end of March, June, September and December). Such payments will be made to the individual Customer in whose name the franking/meter machine (used to frank the mail) is registered.
(b) Ceadúnas Mail; Mail presented to avail of a discount and the method of paying the postage is by Ceadúnas, the postage to be paid by the Customer at the time of posting shall be net of the discount.
5. To avail of these discounts a Customer shall present mail at a designated Mail Acceptance Office or Mail Centre as outlined in the 'Bulk Discounts for Mailers Brochure (350+ items)'. In all cases the mail shall be presented before noon.
6. Franked mail presented for these discounts shall be franked with the date of the next working day after the day of posting i.e. mail posted on a Thursday shall be franked with Friday's date while mail posted on a Friday shall be franked with the following Monday's date.
7. Postal Items presented together under this arrangement shall include a minimum percentage of Postal Items destined for an address in an urban area, which percentage An Post shall advise its customers from time to time. An Post shall review this percentage approximately once a year. For the purposes of the clause an 'urban area' means a population cluster in which in excess of 10,000 people reside and which for the purpose of a national census would be regarded as a 'census town', or such other meaning as An Post informs its customers.
8. Mail presented for these discounts shall be examined by the officer of An Post accepting the mail to ensure that it meets these Terms and Conditions. If subsequent to being accepted by An Post, it is discovered that the mail accepted does not comply fully, An Post shall be at the liberty to withhold payment of any discount due or in the case of Ceadúnas Customers, An Post reserves the right to invoice at the full postage rate applicable to ordinary mail and to refuse to accept future postings of discounted mail unless it fully complies.
9. To avail of these discounts a Customer (or their authorised representative) shall sign at the time of each posting a Discounted Mail Posting Docket. By signing this Docket the Customer accepts fully these Terms and Conditions.
10. These discounts are offered on a posting by posting basis and a Customer shall comply with all Terms and Conditions each time a posting is being made.
11. The liability of An Post under and in connection with these Terms and Conditions shall be limited to €100.00. An Post shall not be liable to the Customer in respect of indirect or consequential loss.
12. These Terms and Conditions shall be governed by and constructed in accordance with the laws of Ireland. The courts of Ireland shall have exclusive jurisdiction to hear and determine any suit action or proceedings that may arise out of or in connection with these Terms and Conditions.



 **POST**

Bulk Discounts For Mailers

Volumes Of 350 Items Upwards
3rd March 2008

 **POST**

BULK DISCOUNTS FOR MAILERS










An Post offers **discounts** to customers who present their mail at a time or in a manner that generates cost efficiencies for An Post.

This brochure details the two discounts that are available to customers posting over 350 items in a single posting and where the postage is paid by a meter/franking machine. These discounts are also available to customers posting over 2,000 items in a single posting and paying for the posting by Ceadúnas (licence). Please see overleaf a list of offices that accept discounted mail.

A more comprehensive range of discounts is also available for customers posting more than 2,000 items in a single posting. Details of these discounts are available from our **Business Desk on CallSave 1850 26 23 62**. This wider range of discounts must be arranged through your An Post Account Manager.

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 brochure.

PLEASE NOTE:
Customers wishing to avail of the following discounts must present their mail at one of the designated Mail Acceptance Offices or Mail Centres overleaf.

	Letters/Postcards	 Discount  Discounted price
	Large Envelopes	 Discount  Discounted price
	Packets	 Discount  Discounted price

DISCOUNT A: DEFERRED MANUAL PROCESSING

The discount is available to customers who present their mail **before noon** and who do not have a requirement for next day delivery*. Mail presented must fall within the following 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	

Weight Not Over

	50g	100g	50g	100g	250g	500g	1kg	100g	250g	500g	1kg
											
Deferred Manual 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







DISCOUNT B: DEFERRED AUTOMATED PROCESSING

This discount is available to customers who present their mail **before noon** and who do not have a requirement for next day delivery*. In addition mail presented **must be capable of being processed by automated sortation** equipment and accordingly must fall within the following dimensions.

	 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

Large Envelopes presented to avail of Discount B will be processed at the Mail Centre in Dublin. It is only at this Mail Centre that Large Envelopes can be processed in a manner that justifies the granting of this discount.

Weight Not Over

	50g	100g	50g	100g	250g	500g	1kg
							
Deferred Automated Processing before noon	9c 45c	9c 45c	9c 86c	9c 86c	12c €1.23	17c €1.73	20c €2.80

*Mail presented will be processed for delivery on the following working day.