

Sizing template user guide



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This user guide contains details on how to use the Letter Size Guide.

Background

From 21st August 2006 postage prices are based on both size and weight.

This method of pricing represents a huge change. In fact, it's the biggest change in Royal Mail's history since the introduction of the Penny Black.

This user guide has been produced to support you with the formats of your mail.

For full details of Royal Mail Products and Services affected from 21st August, visit www.royalmail.com/size for the section on Product Specifications.

Why change

Royal Mail is changing to a pricing system that is based on size as well as weight because the size of your mail affects the cost of handling it as much as weight does.

The previous weight based pricing system was based on the way mail was sorted in the past before the use of machinery, when the size of items was less relevant. So it's only fair that customers who send bulky items, which are more expensive for Royal Mail to handle, should pay more than customers sending smaller and less bulky items.

Pricing by size and weight helps Royal Mail to remain competitive whilst achieving their commercial goals in the increasingly competitive and regulatory environment.

This concept is not new. Many postal administrations have incorporated size to some degree in their domestic pricing structures. Countries which already include an element of size-based pricing include:

European countries

Austria	Italy
Belgium	Ireland
Bulgaria	Luxembourg
Czech Republic	The Netherlands
Denmark	Poland
Germany	Slovenia
Greece	Switzerland
Finland	

Rest of the world

- Australia
- Canada
- Hong Kong
- Japan
- New Zealand
- Singapore
- South Africa
- USA

The three sizes and the examples for each

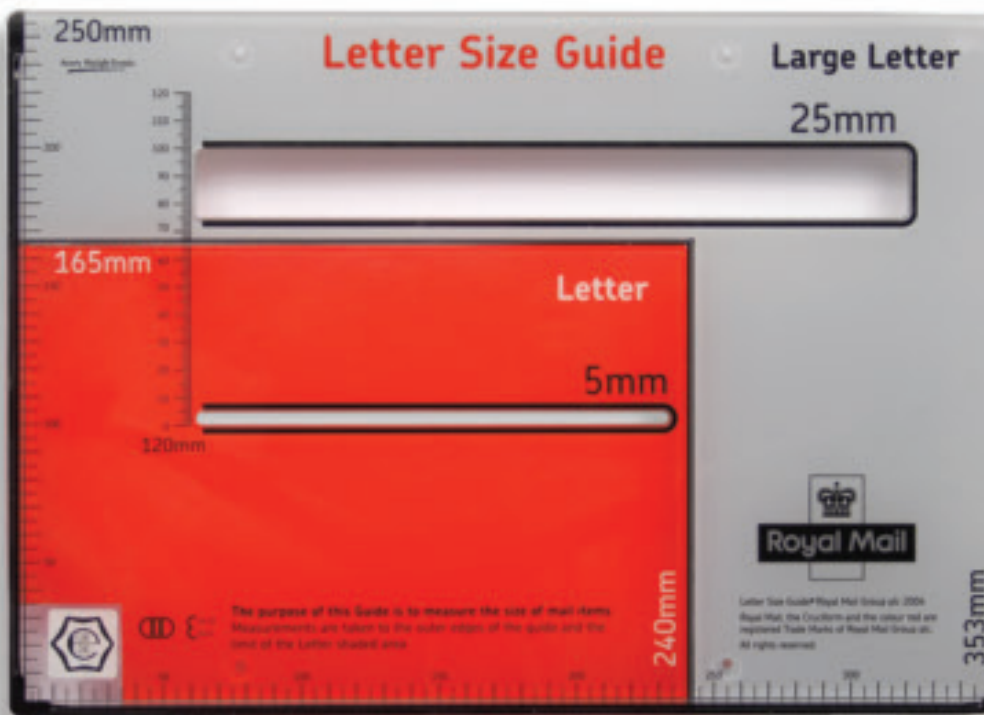
The three sizes are **Letter**, **Large Letter** and **Packet**.

Examples of size and weight range for the different formats

Size	Maximum Thickness	Weights	Examples
<p>Letter Size not to exceed 240mm x 165mm. This size is larger than A5 (half a sheet of standard paper).</p>	5mm	0-100g	Most folded letters, bills and statements, postcards, some brochures and catalogues, most birthday cards.
<p>Large Letter Size not to exceed 353mm x 250mm. This size is larger than A4 (a standard sheet of paper).</p> <p>Note: Response Services Large Letter Max. Thickness = 50mm</p>	25mm	0-100g 101-250g 251-500g 501-750g	Large letters (containing unfolded sheets of standard paper). Most brochures, catalogues and company reports. CDs and DVDs. Most larger birthday cards. Most magazines.
<p>Packet Any item which is more than 25mm thick or longer than 353mm or wider than 250mm, or heavier than 750g.</p> <p>Prices over 1000g are dependant on the service used. See Royal Mail tariffs for more information.</p>		0-100g 101-250g 251-500g 501-750g 751-1000g	<p>VHS cassettes, books, some magazines and catalogues, parts and samples, prints and posters in Large or cylindrical packaging.</p> <p>Maximum dimensions for a Packet: Rectangular: max = 610mm x 460mm x 460mm Rolled: max length 900mm, max dimension of length plus twice diameter 1,040mm</p>

The Letter size template

The Letter size template is red and made of rigid plastic and has been verified by Trading Standards.



The shaded areas show the different sizes:

- if an item fits completely within the **red** shaded area and passes through the 5mm slot it is a **Letter**
- if an item fits within the **grey** shaded area and passes through the 25mm slot it is a **Large Letter**
- if it doesn't fit within the **red** or **grey** shaded areas, or won't pass through either slot, it is a **Packet**.

How to use the Letter size template

The Letter size template is designed to allow you to compare the size and thickness of mail items against predetermined marks to make sure the correct pricing tariff is used.

Step 1

Use the template

Shake any loose inserts/cover mounts etc, to the bottom of the mail item then place it in the bottom left hand corner of the Letter size guide, against the two up-stand edges. This is the first stage to establish whether it is a Letter, Large Letter or Packet.

Step 2

Use the slot

Insert the mail item into the 5mm slot to see whether it can pass through freely. If it can, the item can be classed as a Letter.

If it can't pass through the 5mm slot, try the 25mm slot. If it passes through, it can be classed as a Large Letter.

If it can't pass through the 25mm slot, it is a Packet.

Freely?

The word freely is important, as it should be possible for the item to pass through the slot by inserting it using your fingertips - not force - then pulling it fully through from the other side.

Reasons for items not passing freely include:

- Items that are too large for the slot
- Items that are too bulky for the slot
- Items should not become damaged by trying to force them through a slot for which they are too big.

If an item doesn't pass through the slot freely, it must go up to the next format size.

Step 3

Use the scales

Once you have established the size, the next element is the weight. There is a maximum weight for each of the three sizes.

Letter: up to 100g

Large Letter: up to 750g

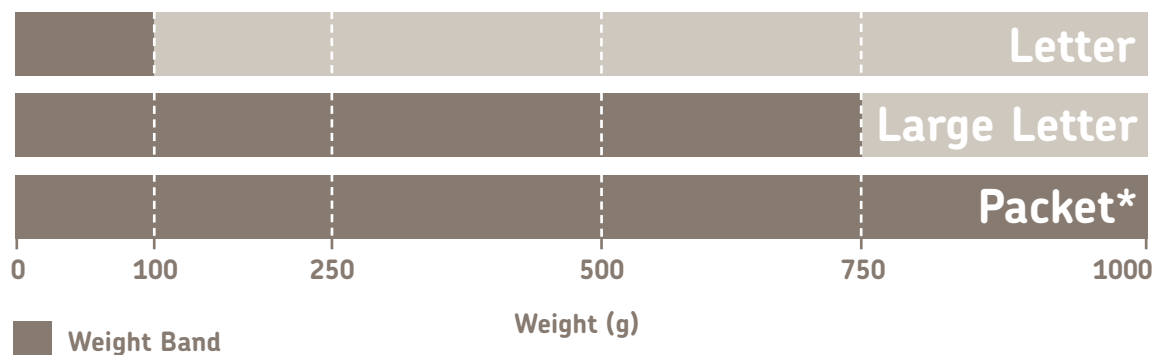
Packet: up to 1000g*

Step 4

Use the price guide

Current prices can be obtained from the Royal Mail website www.royalmail.com or by calling Royal Mail Sales on **08457 950 950**. To find the correct price, use the Letter size guide to establish whether it is a Letter, Large Letter or Packet from the grid below, and then find the weight. This will give you the correct price.

Tariff bands for standard tariff mail items



* For items over 1000g the price is dependant on the service used. See Royal Mail tariffs for more information.

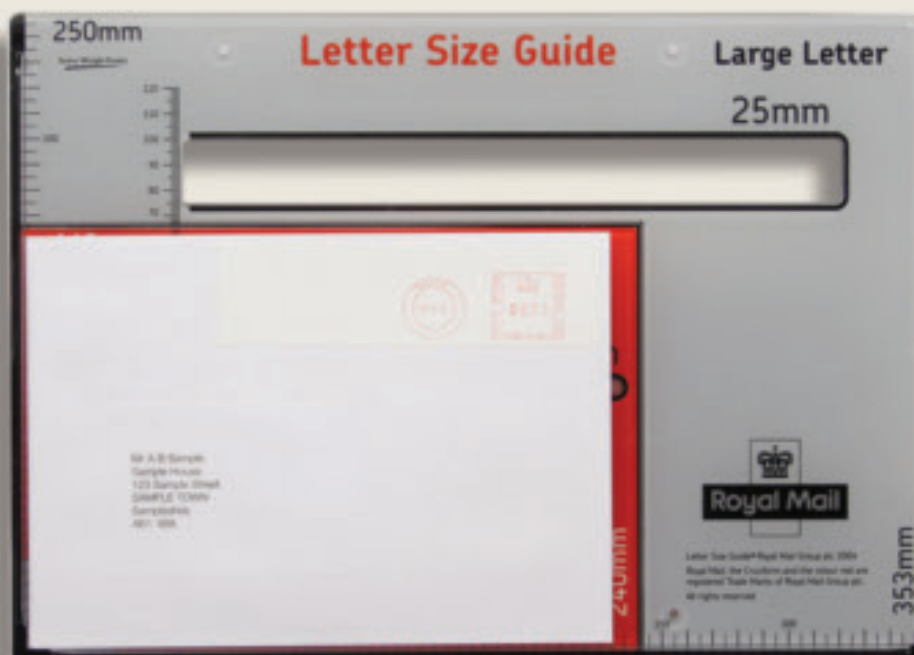
Example measurements - Letter

Step 1: Use the template

Standard DL envelope fitting totally within the Letter area

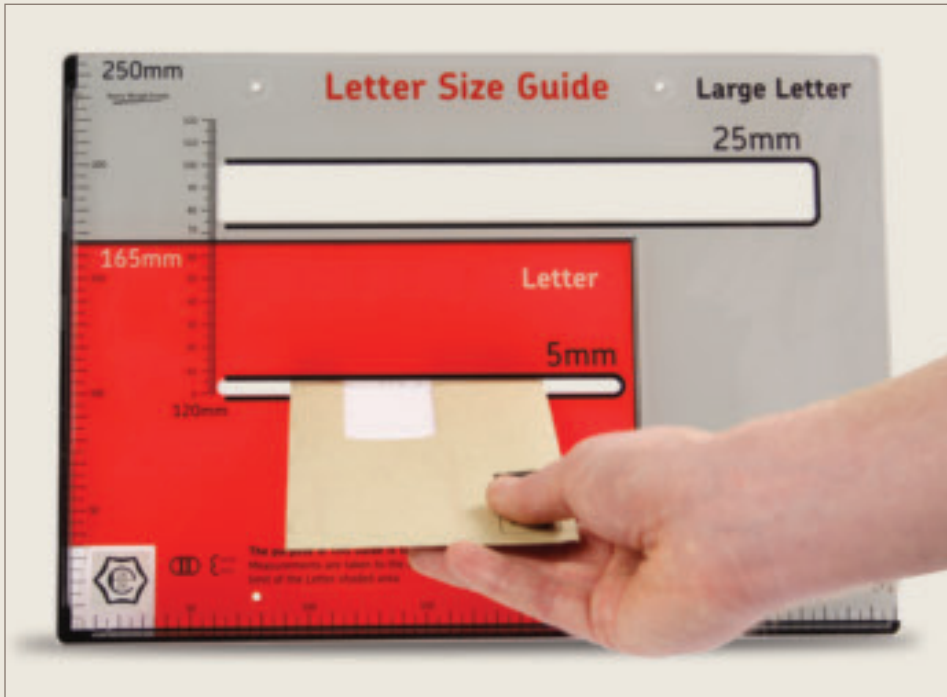


Standard C5 envelope fitting totally within the Letter area

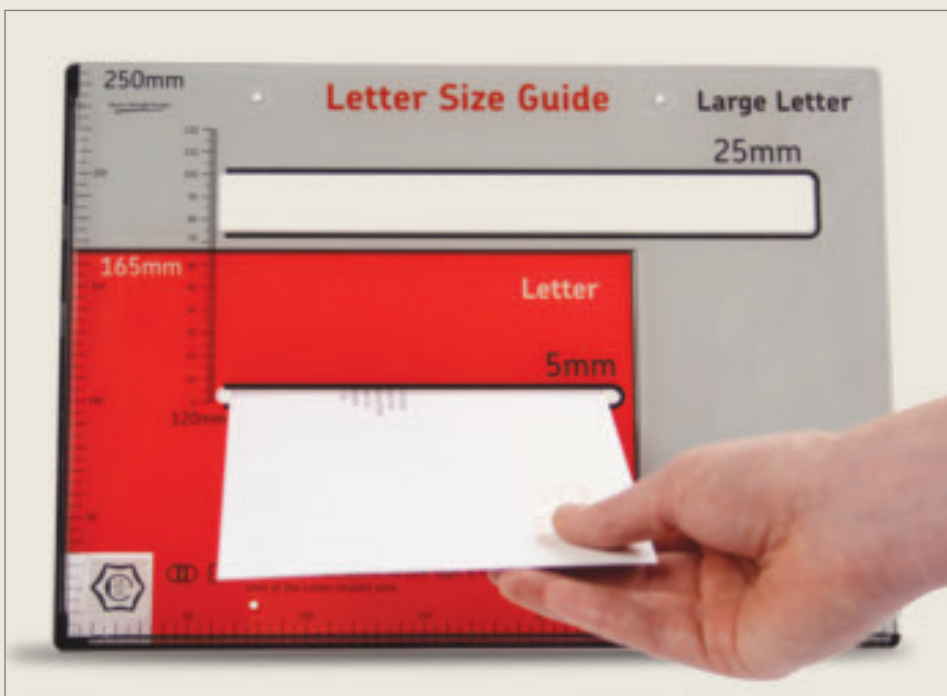


Step 2: Use the slot

Standard DL envelope fitting easily through the 5mm slot



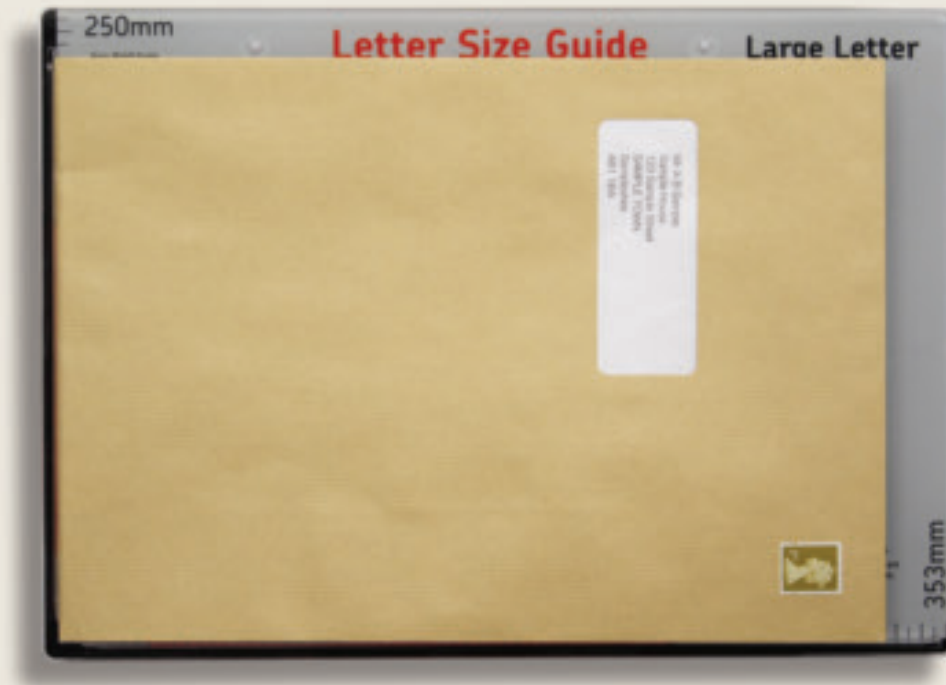
Standard C5 envelope fitting easily through the 5mm slot



Example measurements - Large Letter

Step 1: Use the template

Standard C4 envelope fitting totally within the Large Letter area



Non standard envelope overlapping on to the Large Letter area

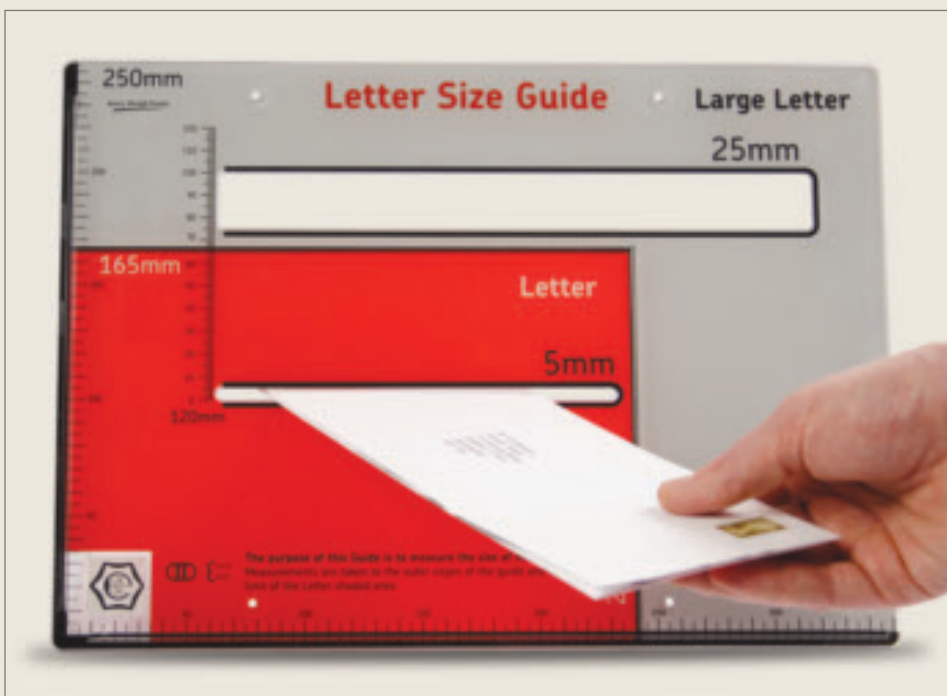


Step 2: Use the slot

Standard C4 envelope fitting easily through the 25mm slot



Non standard envelope fitting through the 5mm slot but still classed as a Large Letter



Example measurements - Packet

Step 1: Use the template

Item fitting totally within the Large Letter area

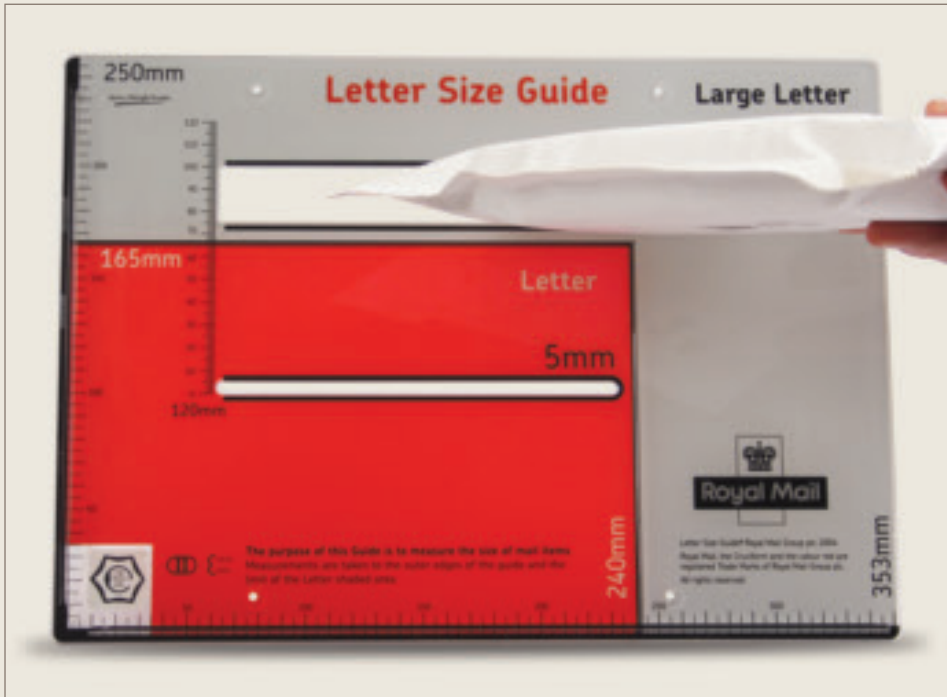


Item fitting totally within the Letter area

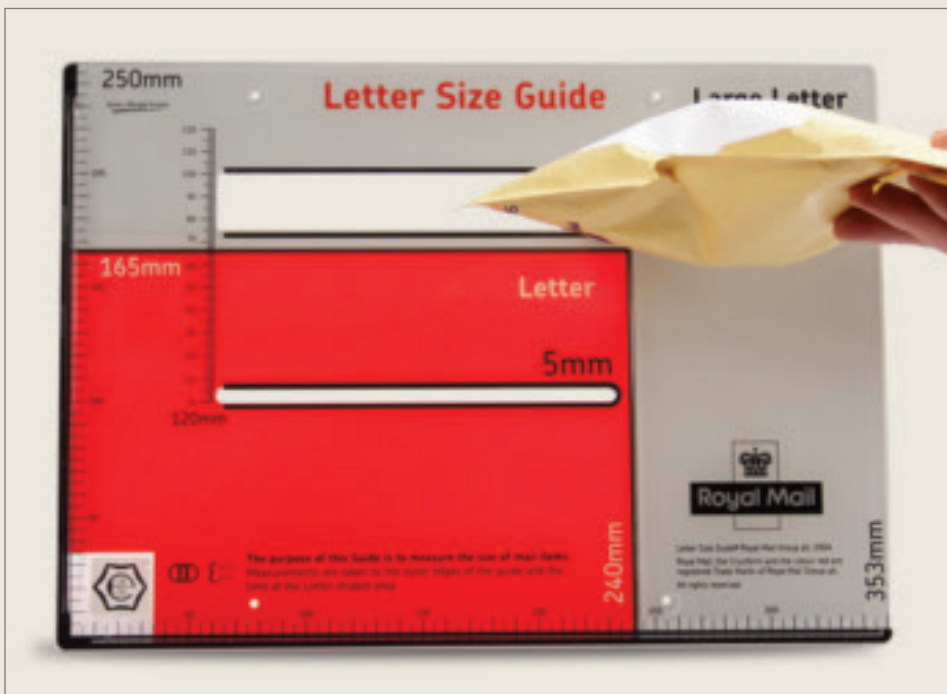


Step 2: Use the slot

Item not fitting through the 25mm slot so will be classed as a Packet



Item not fitting through the 25mm slot so will be classed as a Packet



Special rules for Polywrapped items

The size definitions for length and width exclude plastic outer covers, provided they are flimsy and easily folded, such as Polywrap. This means the outer covers **WILL NOT** count towards the length and width of the mail piece for pricing purposes. So, in the example below, even though the plastic flap is outside of the grey shaded area, this is still classed as a Large Letter. It applies only for customers using the following:

- Mailsort® 1400
- Presstream® (Presstream® Walksort®)
- Walksort®
- Packetpost™/Packetsort™ 8



These special rules for Polywrapped items **DO NOT** apply to customers using:

- Standard Tariff Letters
- Meters
- Stamps
- Response Services

In these cases, the outer cover **WILL** count towards the total size, and in the example above where it goes outside of the grey shaded area it will be classed as a Packet.

What is affected by the changes and what isn't?

The Letter, Large Letter and Packet size formats apply to all Royal Mail products/services and to both business and social customers.

The only exceptions are:

- For **Packetpost™**, **Packetsort™ 8** and **Presstream®** there is no Letter size. Any Letter Format will be charged at the Large Letter Format price. The amount paid will depend on the weight.
- For **Walksort®** there is no Packet Format.
- Items over **1000g** are not affected. Prices over 1000g are dependant on the service used as they always have been.
- **International** prices will remain the same as they always have been - until further notice.
- **Special Delivery™** prices will remain the same as they always have been.

For full details of Royal Mail Products and Services affected from 21st August, visit www.royalmail.com/size for the section on Product Specifications.

Ordering more sizing templates

To order more Letter size templates, please contact Neopost on 0845 880 0002

Where to find further information on the way postage is priced

For more information about the changes to pricing by size as well as weight and how it will affect your business, call Royal Mail's dedicated customer helpline on **08456 113 113**. You can also find further details at www.royalmail.com/size



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