

Mailsort

Mailsort is a Royal Mail service which we are licensed to operate. It gives mailers discounts on postage if we at Able Types perform some of the Royal Mail's sorting functions.

There are three levels of Mailsort . Mailsort 3 is the most commonly used and is targeted for delivery within seven working days.

To qualify for Mailsort your mailings need to meet each of the following requirements:

- ☞ Addresses must be in the UK with the exception of British Forces mail (BFPO).
- ☞ It must be a single mailing of not less than 4,000 letters (under 60gm) or 1,000 packets (over 60gm).
- ☞ At least 90% of addresses must carry the full and correct postcode.
- ☞ Mail is sorted, bundled and bagged and made available for collection with specific documentation.

You can send us your data on disk, or via email, and we will process it through Mailsort for you.

Depending on the number of items going to a particular area we will sort the mail either to one of approximately 1,400 Delivery Offices (Direct Selections) or to intermediate regional sortation offices (Residue Selections). You get more discount for Direct Selections as the Royal Mail have less onwards sortation to do.

Depending on weight Mailsort 3 offers discounts of between 24.6% and 26.4% on Direct and between 15.0% and 16.8% on Residue. For items weighing 60g or less these discounts are applied to the basic weight public tariff rates (currently 21p) and for items over 60g the discount applies to a 'straight line price' calculated to the nearest gram.

Addresses which have an incorrect or missing postcode and cannot be recognised by town and county are treated as unsorted and do not attract a discount.

Although there are considerable savings to be made, there are also costs associated with using Mailsort. Firstly, your addresses will need to be processed via our software program which sorts them into Mailsort order, computes the correct Direct, Residue and unsorted selections and generates the required reports and bag labels. Secondly, we have to maintain the Mailsort order, make up the correct bundles, label them accordingly, and audit the quantities. As this involves extra labour a charge is made for maintaining Mailsort.