

Restricted - Commercial

MAIL PROFILE GATHERING TEMPLATE

Provision of Postal Goods and/or Services to

[insert organisation name]

RM1063

[CONTRACTING BODY GUIDANCE

Tool Kit 1 is a template designed to help assist you with gathering information regarding your mailing profile.

Once completed, Tool Kit 1 “Mail Profile Gathering” is to be included into Tool Kit 2: “Invitation to Quote”.

This document will provide an overview of your postal requirements and provide enough information to enable a “further competition” between the capable framework suppliers.

Please complete this document if you have a requirement under Lots 1, 3, 4 or 6. You will not need to complete this document if you have a requirement under Lots 2, 5 or 7.

Contracting Bodies must ensure that mail volumes are collated and provided for each collection site.

This document is not intended to be a full mail audit and all volumes provided are indicative.

Paragraphs that are highlighted in green are for guidance only and will need to be reviewed. Once you have considered the guidance you can remove these prior to issuing your further competition.

Paragraphs that are highlighted in yellow require information to be populated. Once the information has been provided you can remove the highlighting.

REQUIRED / ESSENTIAL INFORMATION

Confirm Your Normal Mail Volume

* 1. It is important to give an indication of the volumes of mail sent as a letters, large letters or packets as this will impact on the prices paid.
	2. It is important to include the overall volumes of Non-Machine readable mail (e.g. handwritten) and Machine readable mail (printed).
	3. Please indicate whether your organisation uses a franking machine or a docket account. Docket/Franking (please delete as appropriate)

DEFINITIONS:

The following expressions shall have the following meanings:

|  |  |
| --- | --- |
| EXPRESSIONS | MEANING |
| Non – Machinable | Mail items that cannot be processed by machine but by hand at the suppliers depot |
| Machinable | Letter-sized mail to be processed by machine at the suppliers depot |
| Unsorted | Contracting Body provides a mixed bag of mail for sortation by the supplier |
| Sorted | Different level of sortation completed by the Contracting Body i.e. sorted by 1st / 2nd Class or by post code prior to collection from the supplier |
| Optical Character Recognition (OCR) | A mail item with an address that can be read automatically by a sorting machine. The machine reads the printed readable address on a letter, checks the postcode and apply a phosphor barcode |
| Barcode | an item to which you have applied a software-generated Barcode |
| Advanced |  |
| Mailmark | a barcode which is either a Royal Mail 2D data matrix barcode or a Royal Mail 4-state barcode which contains encoded data and offers Batch level reporting |
| Premium | Equivalent of a 1st Class service 1-2 days |
| Standard | Equivalent of a 2nd Class service 2-4 days |
| Economy | Equivalent of a 3rd Class service 5-7 days |
| Large letter (HighSort) | An item which is no larger than 250mm x 25mm x 353mm and no heavier than 750gms |
| Large letter (Low Sort) | An item which is no larger than 245mm x 10mm x 345mm, no smaller than 162mm x 1mm x 229mm and no heavier than 750gms and no lighter than 10gms |
| Letter (High Sort)  | An item which is no larger than 240 mm by 165 mm, no thicker than 5 mm, and no heavier than 100 grams |
| Letter (Low Sort) | An item which is no larger than 240mm x 165mm x 5mm and no smaller than 140mm x 90mm x 0.25mm. |
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LOT 1: COLLECTION & DELIVERY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lot 1: Collection & Delivery | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| NON MACHINABLE / UNSORTED | Premium | Letter | N/A |   |   |   |   |   |  |
| Large Letter | N/A |   |   |   |   |   |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |
| Standard | Letter | N/A |   |   |   |   |   |  |
| Large Letter | N/A |   |   |   |   |   |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |
| Economy | Letter | N/A |   |   |   |   |   |  |
| Large Letter | N/A |   |   |   |   |   |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |

LOT 1: COLLECTION & DELIVERY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lot 1: Collection & Delivery | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
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 MACHINE READABLE / UNSORTED | Premium | Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Large Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |
| Standard | Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Large Letter | Barcode | N/A |  |  |  |  |  |  |
| Optical Character Recognition (OCR) | N/A |   |   |   |   |   |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |
| Economy | Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Large Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |

LOT 1: COLLECTION & DELIVERY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lot 1: Collection & Delivery | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
|

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| --- |
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 MACHINE READABLE / SORTED | Premium | Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Large Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |
| Standard | Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Large Letter | Barcode | N/A |  |  |  |  |  |  |
| Optical Character Recognition (OCR) | N/A |   |   |   |   |   |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |
| Economy | Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Large Letter | Barcode | N/A |   |   |   |   |   |  |
| Optical Character Recognition (OCR) | N/A |  |  |  |  |  |  |
| Advanced | N/A |  |  |  |  |  |  |
| Mail mark | N/A |  |  |  |  |  |  |
| Packets / Small Parcels | 100g |   |   |   |   |   |  |
| 200g |   |   |   |   |   |  |
| 300g |   |   |   |   |   |  |
| 400g |   |   |   |   |   |  |
| 500g |   |   |   |   |   |  |
| 750g |   |   |   |   |   |  |
| 1000g |   |   |   |   |   |  |
| 2000g |   |   |   |   |   |  |

LOT 1: COLLECTION & DELIVERY - OTHER SERVICES

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lot 1: Collection & Delivery | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Collection fee | Collection upto 3pm | N/A |   |   |   |   |   |  |
| Collection after 3pm | N/A |   |   |   |   |   |  |
| Adhoc: an urgent / un-scheduled collection | N/A |   |   |   |   |   |  |
| Extended Service Hours | N/A |   |   |   |   |   |  |
| Unaddressed Mail Items (Door-to-Door) | Premier | Letter | 0-100g |  |  |  |  |  |  |
| Large Letter | 0-100g |   |   |   |   |   |  |
| 101 - 250g |   |   |   |   |   |  |
| 251 - 500g |   |   |   |   |   |  |
| 501 - 750g |   |   |   |   |   |  |
| Standard | Letter | 0-100g |   |   |   |   |   |  |
| Large Letter | 0-100g |   |   |   |   |   |  |
| 101 - 250g |   |   |   |   |   |  |
| 251 - 500g |   |   |   |   |   |  |
| 501 - 750g |   |   |   |   |   |  |
| Economy | Letter | 0-100g |   |   |   |   |   |  |
| Large Letter | 0-100g |   |   |   |   |   |  |
| 101 - 250g |   |   |   |   |   |  |
| 251 - 500g |   |   |   |   |   |  |
| 501 - 750g |   |   |   |   |   |  |
| Secure Mail Items (Tracked) | Before 9am |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Before noon |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Before 5pm |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Delivery no signature required |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Delivery signature required |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Delivery including visual proof required (i,e. Photo)  |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Secure Mail Items (Proof of Delivery) | Delivery no signature required |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Delivery signature required |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Delivery including visual proof required (i,e. Photo or equivalent)  |  Compensation £500  | N/A |   |   |   |   |   |  |
|  Compensation £1000  | N/A |   |   |   |   |   |  |
|  Compensation £2500  | N/A |   |   |   |   |   |  |
| Cost of extraction from network prior to delivery | N/A |   |   |   |   |   |  |
| Extended Service Hours | Weekends | N/A |   |   |   |   |   |  |
| Bank Holidays | N/A |   |   |   |   |   |  |
| 7 days (24 hours) | N/A |   |   |   |   |   |  |
| 5 days (24 hours) | N/A |   |   |   |   |   |  |

FURTHER INFORMATION RE: BULK MAILINGS:

Please indicate whether you send bulk mailings such as marketing/publicity campaigns, annual mail shots e.g. Council Tax letters, health information leaflets, transactional mail.

Regular/Planned bulk mail

|  |  |  |
| --- | --- | --- |
| LOT 1 COLLECTION AND DELIVERY | Volumes | Dates |
| Bulk Mail Planned Pre-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Pre-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Pre-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |

UNPLANNED BULK MAIL:

|  |  |  |
| --- | --- | --- |
| LOT 1 COLLECTION AND DELIVERY | Volumes | Dates |
| Bulk Mail Planned Pre-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Pre-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Pre-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |

FUTURE CAMPAIGNS BULK MAIL:

|  |  |  |
| --- | --- | --- |
| LOT 1 COLLECTION AND DELIVERY | Volumes | Dates |
| Bulk Mail Planned Pre-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Pre-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Pre-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc pre-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Planned Un-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Premium) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Standard) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |
| Bulk Mail Ad hoc Un-sorted (Economy) | Business mail low sort (70/120) |  |  |
| Business Mail High Sort (700/1400)  |  |  |

LOT 3: HYBRID MAIL OFF-SITE SOLUTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Unit | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Premium Class Postage (1st Class or equivalent Service) | Postage | Premium Class (1st Class or Equivalent) | per item |   |   |   |   |   |   |
| Sortation | High Sort | per item |   |   |   |   |   |   |
| Low Sort | per item |   |   |   |   |   |   |
|  Enclosing | per item |   |   |   |   |   |   |
| Volume Related Postage Discount | 0-999 items | per 0-999 items |   |   |   |   |   |   |
| 1,000 - 2,499 Items | per 1,000 - 2,499 Items |   |   |   |   |   |   |
| 2,500 - 9,999 Items | per 2,500 - 9,999 Items |   |   |   |   |   |   |
| 10,000 - 24,999 Items | per 10,000 - 24,999 Items |   |   |   |   |   |   |
| 25,000 + Items | per 25,000 + Items |   |   |   |   |   |   |
| Minimum of 90gsm white uncoated envelope Cost | DL or C5 Envelope | per item |   |   |   |   |   |   |
| Minimum of 80gsm Paper and Printing | Simplex Mono Sheet | per item |   |   |   |   |   |   |
| Simplex Colour Sheet | per item |   |   |   |   |   |   |
| Duplex Mono Sheet | per item |   |   |   |   |   |   |
| Duplex Colour Sheet | per item |   |   |   |   |   |   |
| Insert | Per Insert | per item |   |   |   |   |   |   |
| Software | Price per unit | per item |   |   |   |   |   |   |

LOT 3: HYBRID MAIL OFF-SITE SOLUTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Unit | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Standard Class Postage (2nd Class or Equivalent) | Postage | Standard Class (2nd Class or Equivalent) | per item |   |   |   |   |   |  |
| Sortation | High Sort | per item |   |   |   |   |   |  |
| Low Sort | per item |   |   |   |   |   |  |
|  Enclosing | per item |   |   |   |   |   |  |
| Volume Related Postage Discount | 0-999 items | per 0-999 items |   |   |   |   |   |  |
| 1,000 - 2,499 Items | per 1,000 - 2,499 Items |   |   |   |   |   |  |
| 2,500 - 9,999 Items | per 2,500 - 9,999 Items |   |   |   |   |   |  |
| 10,000 - 24,999 Items | per 10,000 - 24,999 Items |   |   |   |   |   |  |
| 25,000 + Items | per 25,000 + Items |   |   |   |   |   |  |
| Minimum of 90gsm white uncoated envelope Cost | DL or C5 Envelope | per item |   |   |   |   |   |  |
| Minimum of 80gsm Paper and Printing | Simplex Mono Sheet | per item |   |   |   |   |   |  |
| Simplex Colour Sheet | per item |   |   |   |   |   |  |
| Duplex Mono Sheet | per item |   |   |   |   |   |  |
| Duplex Colour Sheet | per item |   |   |   |   |   |  |
| Insert | Per Insert | per insert |   |   |   |   |   |  |
| Software | Price per unit | per item |   |   |   |   |   |  |

LOT 3: HYBRID MAIL OFF-SITE SOLUTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Unit | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Economy Class Postage | Postage | Economy class | per item |   |   |   |   |   |  |
| Sortation | High Sort | per item |   |   |   |   |   |  |
| Low Sort | per item |   |   |   |   |   |  |
|  Enclosing | per item |   |   |   |   |   |  |
| Volume Related Postage Discount | 0-999 items | per 0-999 items |   |   |   |   |   |  |
| 1,000 - 2,499 Items | per 1,000 - 2,499 Items |   |   |   |   |   |  |
| 2,500 - 9,999 Items | per 2,500 - 9,999 Items |   |   |   |   |   |  |
| 10,000 - 24,999 Items | per 10,000 - 24,999 Items |   |   |   |   |   |  |
| 25,000 + Items | per 25,000 + Items |   |   |   |   |   |  |
| Minimum of 90gsm white uncoated envelope Cost | DL or C5 Envelope | per item |   |   |   |   |   |  |
| Minimum of 80gsm Paper and Printing | Simplex Mono Sheet | per item |   |   |   |   |   |  |
| Simplex Colour Sheet | per item |   |   |   |   |   |  |
| Duplex Mono Sheet | per item |   |   |   |   |   |  |
| Duplex Colour Sheet | per item |   |   |   |   |   |  |
| Insert | Per Insert | per insert |   |   |   |   |   |  |
| Software | Price per unit | per item |   |   |   |   |   |  |

LOT 3: HYBRID MAIL OFF-SITE SOLUTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Unit | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Marketing Postcards/Postcard Correspondence | Postage | Premium Class (1st Class or equivalent | per item |   |   |   |   |   |  |
| Sortation | High Sort | per item |   |   |   |   |   |  |
| Low Sort | per item |   |   |   |   |   |  |
| Volume Related Postage Discount | 0-999 items | per 0-999 items |   |   |   |   |   |  |
| 1,000 - 2,499 Items | per 1,000 - 2,499 Items |   |   |   |   |   |  |
| 2,500 - 9,999 Items | per 2,500 - 9,999 Items |   |   |   |   |   |  |
| 10,000 - 24,999 Items | per 10,000 - 24,999 Items |   |   |   |   |   |  |
| 25,000 + Items | per 25,000 + Items |   |   |   |   |   |  |
| Postage | Standard Class (2nd Class or Equivalent) | per item |   |   |   |   |   |  |
| Volume Related Postage Discount | 0-999 items | per 0-999 items |   |   |   |   |   |  |
| 1,000 - 2,499 Items | per 1,000 - 2,499 Items |   |   |   |   |   |  |
| 2,500 - 9,999 Items | per 2,500 - 9,999 Items |   |   |   |   |   |  |
| 10,000 - 24,999 Items | per 10,000 - 24,999 Items |   |   |   |   |   |  |
| 25,000 + Items | per 25,000 + Items |   |   |   |   |   |  |
| Postage | Economy Class | per item |   |   |   |   |   |  |
| Volume Related Postage Discount | 0-999 items | per 0-999 items |   |   |   |   |   |  |
| 1,000 - 2,499 Items | per 1,000 - 2,499 Items |   |   |   |   |   |  |
| 2,500 - 9,999 Items | per 2,500 - 9,999 Items |   |   |   |   |   |  |
| 10,000 - 24,999 Items | per 10,000 - 24,999 Items |   |   |   |   |   |  |
| 25,000 + Items | per 25,000 + Items |   |   |   |   |   |  |
| Postcard | Price per unit up to 350gsm | per item |   |   |   |   |   |  |
| Print Cost | Simplex Design Mono | per item |   |   |   |   |   |  |
| Simplex Design Colour | per item |   |   |   |   |   |  |
| Duplex Design Mono | per item |   |   |   |   |   |  |
| Duplex Design Colour | per item |   |   |   |   |   |  |
| Gloss Finish | per item |   |   |   |   |   |  |
| Software | Price per unit  | per item |   |   |   |   |   |  |

LOT 3: HYBRID MAIL OFF-SITE SOLUTION

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Unit | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Additional Charges: | Charge for bespoke paper requirement i.e. Pastel or coloured paper | Per Sheet | per item |   |   |   |   |   |  |
| Charge for incorporating Pre-printed Material | Leaflet | per item |   |   |   |   |   |  |
| Map | per item |   |   |   |   |   |  |
| Business Reply Envelope | per item |   |   |   |   |   |  |
| Booklet/Pamphlet | per item |   |   |   |   |   |  |
| Charge for printing address on solid, non-window envelope | Per envelope | per envelope |   |   |   |   |   |  |
| Charge for printing return address on envelope | Per envelope | per envelope |   |   |   |   |   |  |
| Surcharges | Oversized items i.e. A4 (or anything above 16 pages) | per item |   |   |   |   |   |  |
| International Mail | EU Destinations | per item |   |   |   |   |   |  |
| Non-EU Destinations | per item |   |   |   |   |   |  |
| Rest of the world Destinations | per item |   |   |   |   |   |  |
| Do not return envelopes | per item |   |   |   |   |   |  |
| Secure disposal of return items  | per item |   |   |   |   |   |  |
| Set Up Costs: | Modular system enhancement bolt-on's | Consolidation of Mail pieces |   |   |   |   |   |   |  |
| SMS (UK) | per item |   |   |   |   |   |  |
| Unlimited SMS (UK) | per month |   |   |   |   |   |  |
| Fair usage cap | cap limit |   |   |   |   |   |  |
| SMS (International) | per item |   |   |   |   |   |  |
| Unlimited SMS (International) | per month |   |   |   |   |   |  |
| Fair usage cap | cap limit |   |   |   |   |   |  |
| Email | per item |   |   |   |   |   |  |
| Web-Portal | per month |   |   |   |   |   |  |
| Template | Amendment | per item |   |   |   |   |   |  |
| Number of templates provided Free of Charge | number |   |   |   |   |   |  |
| Additional template cost per unit | per item |   |   |   |   |   |  |
| Graphic Redraw (i.e. map etc.) | per item |   |   |   |   |   |  |
| Training |   | Per session |   |   |   |   |   |  |
| Software maintenance charge (customer location) |   | per annum |   |   |   |   |   |  |
| Archive Services |   | per item |   |   |   |   |   |  |
| Data cleansing and address management |   | per item |   |   |   |   |   |  |
| Consultation day rate (maximum ceiling price) |   | per day |   |   |   |   |   |  |

LOT 4: INTERNATIONAL MAIL SERVICE

*Air Mail (non-tracked)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Air Mail (non-tracked) Zero sort (unsorted) | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Country Sort | Air Mail (non-tracked)High Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Air Mail (non-tracked)Low Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Air Mail (non-tracked) Destination Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |

LOT 4: INTERNATIONAL MAIL SERVICE

Air Mail (tracked)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Air Mail (tracked) Zero sort (unsorted) | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Country Sort | Air Mail (tracked)High Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Air Mail (tracked)Low Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Air Mail (tracked) Destination Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |

LOT 4: INTERNATIONAL MAIL SERVICE

Air Mail (Signature on delivery)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Air Mail (Signature on delivery)Zero sort (unsorted) | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Country Sort | Air Mail (Signature on delivery)High Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Air Mail (Signature on delivery)Low Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Air Mail (Signature on delivery) Destination Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |

LOT 4: INTERNATIONAL MAIL SERVICE

International Surface Mail

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Weight | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| International Surface Mail Zero sort (unsorted) | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| Country Sort | International Surface MailHigh Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| International Surface MailLow Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |
| International Surface Mail Destination Sorted | 0-10g |   |   |   |   |   |   |
| 11-20g |   |   |   |   |   |   |
| 21-40g |   |   |   |   |   |   |
| 41-60g |   |   |   |   |   |   |
| 61-80g |   |   |   |   |   |   |
| 81-100g |   |   |   |   |   |   |
| 101-250g |   |   |   |   |   |   |
| 251-500g |   |   |   |   |   |   |
| 501-750g |   |   |   |   |   |   |
| 751-1kg |   |   |   |   |   |   |
| 1kg |   |   |   |   |   |   |
| 1-1.25kg |   |   |   |   |   |   |
| 1.2501-1.5kg |   |   |   |   |   |   |
| 1.501-1.75kg |   |   |   |   |   |   |
| 1.7501-2kg |   |   |   |   |   |   |

LOT 6 ON-SITE INBOUND MAIL SOLUTION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GOODS AND/OR SERVICES | Unit | Monday | Tuesday | Wednesday | Thursday | Friday | Comments |
| Timed Delivery Services | 6 Months | Per item |   |   |   |   |   |   |
| 12 Months | Per item |   |   |   |   |   |   |
| Pre-Sorted Deliveries | By Office | Per item |   |   |   |   |   |   |
| By Floor | Per item |   |   |   |   |   |   |
| By Department | Per item |   |   |   |   |   |   |
| By Recipient | Per item |   |   |   |   |   |   |
| Tracking/Signed-For Services | Per Item |   |   |   |   |   |   |
| Post Opening Services | Per item |   |   |   |   |   |   |
| Software | Purchase Fee | Per item |   |   |   |   |   |   |
| Maintenance and Support | Per annum |   |   |   |   |   |   |
| 24 hour / 7 day Support Services | Upgrade | Per item |   |   |   |   |   |   |
| Support | Per item |   |   |   |   |   |   |
| Employee training | On-site | Per item |   |   |   |   |   |   |
| Off-site | Per item |   |   |   |   |   |   |
| Mail Screening Services | Standard service | Per item |   |   |   |   |   |   |
| Secure Service | Per item |   |   |   |   |   |   |
| Enhanced Security | Per item |   |   |   |   |   |   |
| Canine Screening | Per item |   |   |   |   |   |   |
| Disposal and Destruction Charge | Per item |   |   |   |   |   |   |
| Disposal and Destruction (Enhanced Security) | Per item |   |   |   |   |   |   |
| Extended Service Hours | Weekends | Per item |   |   |   |   |   |   |
| Bank Holidays | Per item |   |   |   |   |   |   |
| 7 days (24 hours) | Per item |   |   |   |   |   |   |
| 5 days (24 hours) | Per item |   |   |   |   |   |   |

LOT 6 ON-SITE INBOUND MAIL SOLUTION

Response Services

Please indicate whether you use any of the following services:

|  |  |
| --- | --- |
| SERVICE | MONTHLY VOLUMES |
| Business Response Standard |  |
| Business Response Plus |  |
| Business Response Freepost |  |
| PO Box or equivalent |  |
| Selectapost or equivalent |  |

COLLECTION SITE DETAILS

Please provide details of the sites from which mail is to be collected:

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name | Site Address | Collection Times Required | Vehicular access/Restrictions |
| Mr Smith | Example1, Hyde StreetNowhere Town1XX 2XX | 12.0014:0018:3020.00 | Enter max vehicle size or other site restrictions which may impact on collection. |

IMPORTANT: Mail volumes should be provided for each collection site by completing a separate Mail Profile Gathering Template..

The information gathered on this template may also be used to undertake a demand management examination of mail products used and help organisations to make decisions regarding a move to a different, cheaper product.