

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 1–4, 6, 10 and 11 as shown overleaf.

Letter/Postcard

	Minimum	Maximum
Length	140 mm	230 mm
Width	90 mm	162 mm
Depth	0.18 mm	5 mm

Large Envelope

Length	250 mm	350 mm
Width	160 mm	250 mm
Depth	0.75 mm	18 mm

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 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 contact Customer Services on **01 705 7600**.

Alternatively, log onto anpost.ie where a copy of the brochure is available.

Non-Automated (Manual) Processing

Mail presented for discounts 5, 7, 8 and 9 must conform to standard dimensions.

Letter/Postcard

	Minimum	Maximum
Length	140 mm	235 mm
Width	90 mm	162 mm
Depth	0.18 mm	5 mm

Large Envelope

Length	140 mm	400 mm
Width	90 mm	300 mm
Depth	0.18 mm	25 mm

Packets

Length	100 mm	Length + width + depth cannot exceed 900 mm
Width	70 mm	
Depth	25 mm	No one dimension can exceed 600 mm

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 Mails Centres which are located at:

- **Dublin** – Oak Road, Knockmitten, Dublin 12, D12 V4AC
- **Cork** – Little Island, Cork, T45 X376
- **Athlone** – Dublin Road, Athlone, Co. Westmeath, N37 FF68
- **Portlaoise** – Father Browne Avenue, Portlaoise, Co. Laois, R32 A32F

In the case of discounts 6–10 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. Acceptance Offices for discounted mail are located at:

Ballina, Bray, Carlow, Carrick-on-Shannon, Castlebar, Cavan, Clonmel, Cork City, Drogheda, Dundalk, Dungarvan, Ennis, Galway, Glenageary, Kilkenny, Killarney, Letterkenny, Lifford, Limerick, Longford, Mallow, Maynooth, Monaghan, Mullingar (Droichead Nua), Ravensdale Road, Roscommon, Shannon, Sligo, Swords, Thurles, Tralee, Tuam, Tullamore, Waterford and Wexford.

Where mail is presented to avail of discount 6 and 10 (*as shown overleaf*), at other than one of the four Mails Centres (*shown on the left*), it will be transferred to one of these Mails 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.

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 contact Customer Services on **01 705 7600**.

Disclaimer: The information contained in this leaflet is for illustrative purposes only. For USO services please see the published terms and conditions on anpost.ie, for other services please refer to the appropriate terms and conditions or to your contract.

Universal Services (USO)

Universal Services are specified in the Communications Regulation (Universal Postal Service) Regulations 2012, S.I.280 of 2012 and identified as 'USO' in this publication. See anpost.ie for the terms and conditions for these services.

Bulk Discounts for Mailers

Volumes of **2000** items upwards
13th April 2017



Visit us at anpost.ie



Bulk Discounts for Mailers

An Post offers a range of discounts to customers who present mail, which is being sent within the Republic of Ireland, at a time or in a manner that generates cost efficiencies. A range of discounts is available to customers posting more than 2,000 or 5,000 items in a single posting with a more limited offering available to customers posting between 200 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 contact Customer Services on **01 705 7600**.



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

Discounts 1 - 10: As shown in the schedule across, these are only available to customers with more than 2,000 items in a single posting.

Discount 11: As shown in the schedule across, these are only available to customers with more than 5,000 items in a single posting.

Meter customers may also avail of discounts for mailings of more than 200 items. (*see separate brochure*)

In the schedule of discounts:

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

Mail presented at Mails Centres (see overleaf)

Weight not Over	100g [†]		100g [†]		250g [†]		500g [†]		100g [†]		250g [†]		500g [†]		1kg [†]	
1 Presentation before noon auto - processing	23c	67c	25c	€1.30	20c	€1.80	24c	€2.46	-	-	-	-	-	-	-	-
2 Deferred Processing before noon auto - processing	25c	65c	28c	€1.27	24c	€1.76	27c	€2.43	-	-	-	-	-	-	-	-
3 Presentation before noon 85%+ autosort	24c	66c	28c	€1.27	24c	€1.76	27c	€2.43	-	-	-	-	-	-	-	-
4 Presentation before 3pm 85%+ autosort	23c	67c	26c	€1.29	21c	€1.79	24c	€2.46	-	-	-	-	-	-	-	-
5 Presentation before 3pm	11c	79c	9c	€1.46	10c	€1.90	10c	€2.60	17c	€2.93	13c	€3.77	11c	€4.94	59c	€7.21

Mail presented at Mails Centres or Designated Acceptance Offices (see overleaf)

6 Deferred Processing before noon 85%+ autosort	30c	60c	35c	€1.20	38c	€1.62	43c	€2.27	-	-	-	-	-	-	-	-
7 Deferred Processing before noon	19c	71c	16c	€1.39	8c	€1.92	8c	€2.62	17c	€2.93	14c	€3.76	16c	€4.89	51c	€7.29
8 Pre sorted (151 sorts) before noon	24c	66c	29c	€1.26	20c	€1.80	26c	€2.44	30c	€2.80	27c	€3.63	39c	€4.66	81c	€6.99
9 Pre sorted (151 sorts) before 5.30pm	23c	67c	28c	€1.27	18c	€1.82	26c	€2.44	24c	€2.86	23c	€3.67	27c	€4.78	79c	€7.01
10 Deferred Processing before noon auto-processing	22c	68c	20c	€1.35	18c	€1.82	23c	€2.47	-	-	-	-	-	-	-	-

Mail presented at Mails Centres in Volumes of 5,000 items Upwards

11 Deferred (2 days) Presentation before noon 95%+ auto-sort	33c	57c	42c	€1.13c	46c	€1.54	53c	€2.17	-	-	-	-	-	-	-	-
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- 1 Mail must be presented before noon at one of the Mails Centres. Letters and large envelopes must be capable of being processed, though not necessarily auto-sorted, by automated equipment.
- 2 Mail must be presented before noon at one of the Mails 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.
- 3 Mail must be presented before noon at one of the Mails Centres and must be capable of being processed by automated equipment, with at least 85% of it sortable to its destination by automated equipment.
- 4 Mail must be presented before 3pm at one of the Mails Centres and must be capable of being processed by automated equipment, with at least 85% of it sortable to its destination by automated equipment.
- 5 Presentation before 3pm at one of the Mails Centres of mail that cannot be processed by automated equipment.
- 6 Mail must be presented before noon at one of the Mails Centres or Acceptance Offices. Letters and large envelopes 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.
- 7 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.
- 8 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



Letter/Postcard

Discount
 Discounted Price[†]



Large Envelopes

Discount
 Discounted Price[†]



Packets

Discount
 Discounted Price[†]

[†] Discounts are off Bulk Rates, which include payment method discounts.

* USO applies to packets rates only.

the An Post PostAim Service. Please contact us on 01 705 7600 if you require details of these specifications.

9 Presentation before 5:30pm at 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 us on 01 705 7600 if you require details of these specifications.

10 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.

11 Mail must be presented before noon at one of the Mails Centres and must be capable of being processed by automated equipment, with at least 95% of it sortable to its destination by automated equipment.

In addition, mail must be presented at least three working days in advance of the working day on which delivery is required.