

Guide to postal rates
Effective from 19th March 2020





Welcome to our guide to postal rates

At An Post, our aim is to make posting your letters, large envelopes, packets and parcels as easy as possible for you. With this in mind, we offer you four distinct services: Standard Post, Express Post, Registered Post and International Courier Post, depending on your requirements.

**Getting your mail from A to B is easy.
You decide. We deliver.**

Need to know more?

This is a guide to postal rates only. For more details on any of our services call into your local Post Office or visit anpost.com.

Universal Services (USO)

Universal Services are specified in the Communications Regulation (Universal Postal Service) Regulations 2012-2018 and identified as 'USO' in this publication. See anpost.com for the terms and conditions for these services.

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Calculating Postage

Postal rates are calculated by reference to the weight, shape, size and destination of the item you are posting. Postal items are categorised into 4 distinct types: Letter/Postcard, Large Envelope, Packet and Parcel.

The rates in this booklet reflect this.

To calculate how much it will cost to post your item, refer to the guide on page 3 to determine its rate category and then consult the appropriate rates schedule.

The inclusion of both weight and shape in determining postal rates means that An Post rates reflect the costs involved in processing and delivering items of different sizes and shapes. If you have any questions about our rates or services, please pick up the relevant brochure at your local Post Office or visit anpost.com.

Post Mail Sizes

Letter/Postcard

No larger than C5 (holds an A4 sheet of standard paper folded), weighing no more than 100g. Heavier or larger items may be classed as a large envelope, packet or parcel. The minimum sized envelope that can be used is 90mm x 140mm (W x L). Any item below this size needs to be inserted into an envelope of at least these dimensions to meet regulations. Failure to do so may result in the item being charged at a parcel rate.

Dimensions

Minimum Size:

Depth: 0.18mm



Length: 140mm

Width:
90mm

Maximum Size:

Depth: 5mm*



Length:
235mm

Width:
162mm

Large Envelope

The Large Envelope rate of postage caters for flat items, such as an A4 sheet of standard paper, no larger than the maximum dimensions shown and weighing no more than 500g. Heavier or larger items may be classed as a packet or parcel.

Minimum Size:

Depth: 0.18mm

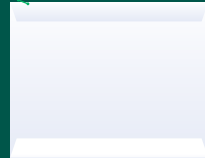


Length: 140mm

Width:
90mm

Maximum Size:

Depth: 25mm



Length: 400mm

Width: 300mm

Packet

Weighing no more than 2kg and within the dimensions shown. Heavier or larger items will be classed as a parcel.

Maximum Dimensions:

Tube - Length plus twice the diameter, no greater than 1,040mm - no one dimension exceeding 900mm.

Other - Length plus width plus depth, no more than 900mm with no dimension exceeding 600mm.

Minimum Size:

Depth:
25mm



Length: 100mm

Width: 70mm

Parcel

Weighing no more than 20kg and within the dimensions shown. Large items with a light overall weight will be charged according to their dimensional weight due to the cost of transporting light but sizeable items. Calculate the dimensional weight and compare this to its physical weight. The greater weight of the two is used to work out the price.

Calculate the dimensional weight:

$$\frac{(L \times W \times D)}{6,000}$$

L = Length in centimetres

W = Width in centimetres

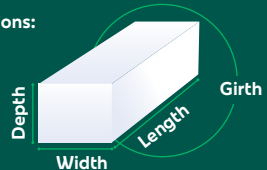
D = Depth in centimetres

Maximum dimensions:

Length:
1.5 metres

Length + Girth:
3 metres

To calculate Girth:
 $2 \times (\text{Depth} + \text{Width})$



How much will it cost?

Zone 1 - Ireland and Northern Ireland

Weight not over	Standard (USO)				Registered (USO)				Express		
	Letter/postcard	Large envelope	Packet	‡Parcel	Letter/postcard	Large envelope	Packet	‡Parcel	Letter/large envelope	Packet	Parcel
100g	€1.10	€2.00	€3.80	€9.00	€8.00	€8.20	€8.20	€13.00	€10.00	€10.00	€12.00
250g	*	€2.50	€4.80	€9.00	*	€8.20	€8.30	€13.00	€10.00	€10.00	€12.00
500g	*	€3.40	€6.20	€9.00	*	€8.30	€8.40	€13.00	€10.00	€10.00	€12.00
1kg	*	*	€9.00	€9.00	*	*	€13.00	€13.00	*	€12.00	€12.00
1.5kg	*	*	€9.00	€9.00	*	*	€13.00	€13.00	*	€12.00	€12.00
2kg	*	*	€9.00	€9.00	*	*	€13.00	€13.00	*	€12.00	€12.00
2.5kg	*	*	*	€11.00	*	*	*	€15.00	*	*	€14.00
3kg	*	*	*	€11.00	*	*	*	€15.00	*	*	€14.00
3.5kg	*	*	*	€11.00	*	*	*	€15.00	*	*	€14.00
4kg	*	*	*	€11.00	*	*	*	€15.00	*	*	€14.00
4.5kg	*	*	*	€11.00	*	*	*	€15.00	*	*	€14.00
5kg	*	*	*	€11.00	*	*	*	€15.00	*	*	€14.00
10kg	*	*	*	€13.00	*	*	*	€17.00	*	*	€16.00
15kg	*	*	*	€13.00	*	*	*	€17.00	*	*	€16.00
20kg	*	*	*	€16.00	*	*	*	€20.00	*	*	€19.00
Ceadúnas/meter discount applicable up to 2kg †	€0.05	€0.05	€0.10								
Express post with Signature and Insurance (ROI only)											Express rate plus €2.00

† Meter and Ceadúnas discounts are applied to the Standard Post rate for Letters/Postcards, Large Envelopes and Packets above.

* This weight exceeds the current category and automatically moves to a higher category.

‡ Domestic and International Parcels up to 10kg are covered by the USO.

Zone 2 - Great Britain

Weight not over	Standard (USO)				Registered (USO)				Express		International Courier#
	Letter/postcard	Large envelope	Packet	‡Parcel	Letter/postcard	Large envelope	Packet	‡Parcel	Letter/large envelope	Packet	Letter/large envelope/parcel/parcel
100g	€1.80	€2.90	€5.50	€21.00	€8.70	€9.90	€12.50	€28.00	€13.50	€13.50	€31.50
250g	*	€4.50	€6.50	€21.00	*	€11.35	€13.50	€28.00	€14.50	€14.50	€31.50
500g	*	€5.70	€7.50	€21.00	*	€12.70	€14.50	€28.00	€15.50	€15.50	€31.50
1kg	*	*	€11.00	€21.00	*	*	€18.00	€28.00	*	€19.00	€41.50
1.5kg	*	*	€14.00	€21.00	*	*	€21.00	€28.00	*	€22.00	€44.50
2kg	*	*	€14.00	€21.00	*	*	€21.00	€28.00	*	€22.00	€47.50
2.5kg	*	*	*	€23.00	*	*	*	€30.00	*	Δ	€50.50
3kg	*	*	*	€23.00	*	*	*	€30.00	*	Δ	€53.50
3.5kg	*	*	*	€23.00	*	*	*	€30.00	*	Δ	€56.50
4kg	*	*	*	€23.00	*	*	*	€30.00	*	Δ	€59.50
4.5kg	*	*	*	€23.00	*	*	*	€30.00	*	Δ	€62.50
5kg	*	*	*	€23.00	*	*	*	€30.00	*	Δ	€65.50
10kg	*	*	*	€25.00	*	*	*	€32.00	*	Δ	
15kg	*	*	*	€25.00	*	*	*	€32.00	*	Δ	
20kg	*	*	*	€25.00	*	*	*	€32.00	*	Δ	
#Each additional 1kg max 20kg											€3.00

* This weight exceeds the current category and automatically moves to a higher category.

Δ This weight exceeds the current category size, see International Courier.

International Courier Service, in conjunction with DHL, is available from selected Post Offices. See anpost.com/internationalcourier for more details.

‡ Domestic and International Parcels up to 10kg are covered by the USO

Zone 3 - Europe

Weight not over	Standard (USO)				Registered (USO)				Express [◇]	Int Courier (EU) [#]	Int Courier (Non EU) [#]
	Letter/postcard	Large envelope	Packet	‡Parcel	Letter/postcard	Large envelope	Packet	‡Parcel			
100g	€1.80	€2.90	€6.00	€28.00	€8.70	€9.90	€13.00	€35.00	€14.00	€43.00	€46.50
250g	*	€4.50	€7.00	€28.00	*	€11.35	€14.00	€35.00	€15.00	€43.00	€46.50
500g	*	€5.70	€8.00	€28.00	*	€12.70	€15.00	€35.00	€16.00	€43.00	€46.50
1kg	*	*	€11.50	€28.00	*	*	€18.50	€35.00	€19.50	€59.50	€62.50
1.5kg	*	*	€14.50	€33.50	*	*	€21.50	€40.50	€22.50	€63.50	€66.50
2kg	*	*	€14.50	€35.50	*	*	€21.50	€42.50	€22.50	€67.50	€70.50
2.5kg	*	*	*	€40.00	*	*	*	€47.00	Δ	€71.50	€74.50
3kg	*	*	*	€44.00	*	*	*	€51.00	Δ	€75.50	€78.50
3.5kg	*	*	*	€52.00	*	*	*	€59.00	Δ	€79.50	€82.50
4kg	*	*	*	€57.00	*	*	*	€64.00	Δ	€83.50	€86.50
4.5kg	*	*	*	€62.00	*	*	*	€69.00	Δ	€87.50	€90.50
5kg	*	*	*	€67.00	*	*	*	€74.00	Δ	€91.50	€94.50
Each additional 1kg max 20kg	*	*	*	€1.00	*	*	*	€1.00	Δ	€6.00	€7.00

* This weight exceeds the current category and automatically moves to a higher category.

Δ This weight exceeds the current category size, see International Courier.

International Courier Service, in conjunction with DHL, is available from selected Post Offices. See anpost.com/internationalcourier for more details.

◇ Delivery to selected destinations only, please see anpost.com for more details or ask at your local Post Office.

‡ Domestic and International Parcels up to 10kg are covered by the USO.

Zone 4 - Rest of the World

Weight not over	Standard (USO)				Registered (USO)				Express [◇]	International Courier [#]
	Letter/postcard	Large envelope	Packet	‡Parcel	Letter/postcard	Large envelope	Packet	‡Parcel		
100g	€1.80	€2.90	€7.00	€29.00	€8.70	€9.90	€14.00	€36.00	€15.00	€49.00
250g	*	€4.50	€8.00	€29.00	*	€11.35	€15.00	€36.00	€16.00	€49.00
500g	*	€5.70	€9.00	€29.00	*	€12.70	€16.00	€36.00	€17.00	€49.00
1kg	*	*	€15.50	€29.00	*	*	€22.50	€36.00	€23.50	€64.00
1.5kg	*	*	€22.50	€34.50	*	*	€29.50	€41.50	€30.50	€68.50
2kg	*	*	€22.50	€36.50	*	*	€29.50	€43.50	€30.50	€73.00
2.5kg	*	*	*	€41.00	*	*	*	€48.00	Δ	€77.50
3kg	*	*	*	€45.00	*	*	*	€52.00	Δ	€82.00
3.5kg	*	*	*	€53.00	*	*	*	€60.00	Δ	€86.50
4kg	*	*	*	€58.00	*	*	*	€65.00	Δ	€91.00
4.5kg	*	*	*	€63.00	*	*	*	€70.00	Δ	€95.50
5kg	*	*	*	€68.00	*	*	*	€75.00	Δ	€100.00
Each additional 1kg max 20kg	*	*	*	€3.00	*	*	*	€3.00	Δ	€9.00

* This weight exceeds the current category and automatically moves to a higher category.

Δ This weight exceeds the current category size, see International Courier.

International Courier Service, in conjunction with DHL, is available from selected Post Offices. See anpost.com/internationalcourier for more details.

◇ Delivery to selected destinations only, please see anpost.com for more details or ask at your local Post Office.

‡ Domestic and International Parcels up to 10kg are covered by the USO.

Passport Express

Skip the queues and get your passport delivered to your door.#

Passport Express fees

Single Application	€9.50
Up to four family applications	€16.00

Passport fees

Standard 10 year Passport	€80.00
5 year Passport (for ages up to 18 years)	€30.00
Large Passport (66 page 10 year)	€110.00

Redirection Service

Are you moving home or just staying away for a while? Have your mail redirected to your new address.#

USO

Duration	Residential - In Ireland (fee per redirection)	Residential - Abroad (fee per redirection)	Business - In Ireland (fee per company name)	Business - Abroad (fee per company name)
Up to 1 month	€35.00	€50.00	€70.00	€95.00
Up to 3 months	€90.00	€125.00	€175.00	€240.00
Up to 6 months	€140.00	€190.00	€250.00	€345.00
Up to 12 months	€180.00	€240.00	€350.00	€470.00

Mailminder Service

We can hold on to your mail for you while you're away and deliver it when you know you'll be home.#

USO

Duration	Per Address (Residential)	Per Address (Business)
Less than 4 weeks	€14.00	€28.00
4 to 8 weeks	€19.00	€38.00
8 to 12 weeks	€24.00	€48.00

Additional Insurance Services

Customers using the Registered Post service within the Republic of Ireland have the option to avail of additional insurance against loss or damage occurring to their item.#

Compensation Limit	Additional Fee
€1,500	€4.50
€2,000	€5.50

For more detailed information on National and International compensation limits for insured items, please see anpost.com/RegisteredPost.

Specific terms and conditions apply. Please pick up the relevant brochure at your local Post Office or visit anpost.com.

Click & Post

Need to send or return something? With Click & Post you can calculate, pay and print your own postage online. Simply attach the label to your item and drop it in-store to your local Post Office, PostPoint location or An Post parcel locker at your convenience.

Ireland rates from	Letter/Postcard	Large Envelope	Packet	Parcel
Standard	-	-	-	€9.00
Registered Post	€8.00	€8.20	€8.20	€13.00
Express Post	€10.00	€10.00	€10.00	€12.00
UK rates from	Letter/Postcard	Large Envelope	Packet	Parcel
Standard	-	-	€5.50	€21.00
Registered Post	€8.70	€9.90	€12.50	€28.00
Express Post	€13.50	€13.50	€13.50	-
Europe rates from	Letter/Postcard	Large Envelope	Packet	Parcel
Standard	-	-	€6.00	€28.00
Registered Post	€8.70	€9.90	€13.00	€35.00
Express Post	€14.00	€14.00	€14.00	-
Rest of World rates from	Letter/Postcard	Large Envelope	Packet	Parcel
Standard	-	-	€7.00	€29.00
Registered Post	€8.70	€9.90	€14.00	€36.00
Express Post	€15.00	€15.00	€15.00	-

The rates above are for sending items. Rates for returns are available at anpost.com/ClickandPost

Find out more at anpost.com/ClickandPost

Business Response Services

An annual licence fee of €165.00 is applicable to this service.#

USO				
Weight not over	Letter / Postcard	Large Envelope	Packet	Parcel ^
100g	€1.05	€1.95	€3.70	€9.00
250g	*	€2.45	€4.70	€9.00
500g	*	€3.35	€6.10	€9.00
1kg	*	*	€8.90	€9.00
1.5kg	*	*	€8.90	€9.00
2kg	*	*	€8.90	€9.00

^For parcels over 2kg, please refer to Zone 1 Standard Parcel Rates.

* This weight exceeds the current category and automatically moves to a higher category.

Sending Books Abroad

Special rates are available for posting books to addresses outside of Ireland.#

USO		
Weight not over	Europe (including Britain)	Rest of the World
3kg	€21.00	€23.50
4kg	€28.50	€30.50
5kg	€34.00	€36.50

Specific terms and conditions apply. Please pick up the relevant brochure at your local Post Office or visit anpost.com.

Marketing with Direct Mail

An Post offers a range of Direct Mail solutions for businesses so you can bring your customers closer using the power of mail. Whether a large volume Publicity Post mailing or a targeted Admailer campaign to your specific audience, addressed or unaddressed, delivery only or requiring the full design process, talk to us for the best solution for your business.

For a full details of our Direct Mail offerings please visit anpost.com/DirectMail or talk to your An Post account manager.

Business Collection Service

Business customers can have their out-going mail collected directly from their premises. □

Annual Collection Fee	Fee Per Special Collection
€3,000.00	€60.00

An additional charge in relation to distance travelled to collect the mail may apply in certain circumstances.

Other Services

We also offer an additional range of postal and delivery services.

Services	Rate
PO Box / Private Bag	€325.00
Replacement Keys	€70.00
Vanity PO Box	€700.00
PO Box delivery	€1,100.00
Distance fee per km (Collections & PO Box delivery)	€1.00
Caller Service	€325.00
PO Box forward (including delivery)	€2,250.00
Minimum Customs Administration Fee	€10.00
AddressPal to my Post Office from the UK ¹	€3.95
AddressPal direct to me from the UK ¹ from	€6.49
AddressPal direct to me from the USA ¹ from	€15.99
Click & Post returns ²	€4.95
Gift packaging within Ireland from	€6.00
Gift packaging outside Ireland from	€10.00

¹Specific terms and conditions apply. Additional fees will apply for oversized items. Please visit AddressPal.ie for details.

*Customs and customs clearance fees may apply. Please visit AddressPal.ie for details.

²Specific terms and conditions apply. Please visit anpost.com for details.

Articles for the Blind (USO)

An Post also offers a special service whereby letters or packets which contain literature/articles for use by blind people are transmissible free of charge. These articles should be marked 'Articles for the Blind'. □

□ Specific terms and conditions apply. Please visit anpost.com



Discounts and incentives

An Post offers a number of discounts and incentives to customers sending post in significant volumes. These are possible because of work-sharing arrangements which reduce costs for all concerned. Visit anpost.com/contactus for more information.

For further information:

Visit:

anpost.com/contactus

Call Customer Services:

01 705 7600

Write to:

An Post
Customer Services
GPO
O'Connell Street Lower
Freepost
Dublin 1
D01 F5P2

Call into:

your local post office
and ask for details.