

## **Bulk rates for Meter and Ceadúnas customers**

Volumes of 200 items upwards  
1st September 2022



# An Post has five discount services available to volume customers who pay their postage by Ceadúnas or by Meter machine. These discounts are based on **speed of delivery, what is being sent and the volume being sent in a single mailing.**

## To avail of these discounts, the following criteria must be met:

- Mail must be presented at a time that facilitates off-peak processing and sorting.
- Mail must meet the size and weight dimensions detailed in this brochure.
- Mailing must meet the volume requirement for the specified service in a single mailing within the Republic of Ireland.

Please note that An Post offers separate discounts to volume posters of direct mail and publishers of magazines and periodicals. These are separate service offerings and cannot be availed of in conjunction with the discounts outlined in this brochure.

## Volume based pricing

The discounts offered by An Post are linked to the volume of mail a customer is sending in a single mailing. Naturally the level of discount increases as the volume of a single mailing increases. Entry level thresholds depend on the mail type being sent; Letters, Large Envelopes and Packets. When presenting mail to avail of discounts, it is permissible to combine both letters and large envelopes of various weights in order to exceed the 200 item threshold only. Packets of different weights may also be mixed to reach the 200 item packet threshold. To avail of the discounts for 2,000 plus item mailings, the mailing must be made up of items of a single format only; i.e. letters or large envelopes of a single weight band. For further information please go to [www.anpost.com/bulkmail](http://www.anpost.com/bulkmail)

The entry level volume for the various discounts are listed below:

DISCOUNT NAME	USO				
	SPEED	ECO	BUDGET	IMPACT	PRE-SORT
Letter	200	200	5,000	200	10,000
Large Envelope	200	200	5,000	200	N/A
Packet	200	200	N/A	N/A	N/A

# Letter

## Specified dimensions

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.

## Minimum dimensions

140mm x 90mm x 0.18mm (with a tolerance of 2mm)

## Maximum dimensions

235mm x 162mm x 5mm

## Maximum weight

100g



	USO				
	SPEED	ECO	BUDGET	IMPACT	PRE-SORT
<b>Delivery Target</b>	Next Day	2 Days	3 Days	3 Days	3 Days
<b>Preparation of Mail</b>	Machine Sort*	Machine Sort*	Machine Sort*	Manual Sort*	Pre-Sorted <sup>‡</sup>
<b>Time of Presentation</b>	3.00pm	3.00pm	3.00pm	3.00pm	3.00pm
<b>Volume per mailing</b>					
<b>&gt;200</b>	€1.05	€1.00	N/A	€1.10	N/A
<b>&gt;2,000</b>	€0.98	€0.92	N/A	€1.01	N/A
<b>&gt;5,000</b>	€0.97	€0.91	€0.87	€1.00	N/A
<b>&gt;10,000</b>	€0.96	€0.90	€0.86	€0.99	€0.90
<b>&gt;20,000</b>	€0.95	€0.89	€0.85	€0.98	€0.88

\* Machine sort mail is mail which can be automatically read and processed by An Post's automated equipment, to a level in excess of 85%.

# Mail does not meet machine sort mail requirements.

‡ Mail is presented pre-sorted into 151 sorts specified by the An Post pre-sort requirements. Please contact us on 01 705 7600 if you require details of these specifications.

# Large Envelope

## Specified dimensions

A Large Envelope 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 dimensions

250mm x 160mm x 0.75mm

### Maximum dimensions

350mm x 250mm x 18mm

### Maximum weight

500g



		USO			
		SPEED	ECO	BUDGET	IMPACT
<b>Delivery Target</b>		Next Day	2 Days	3 Days	3 Days
<b>Preparation of Mail</b>		Machine Sort*	Machine Sort*	Machine Sort*	Manual Sort#
<b>Time of Presentation</b>		3.00pm	3.00pm	3.00pm	3.00pm
<b>Volume per mailing</b>					
<b>100g</b>	>200	€1.79	€1.68	N/A	€1.95
	>2,000	€1.64	€1.56	N/A	€1.78
	>5,000	€1.62	€1.54	€1.51	€1.76
	>10,000	€1.60	€1.52	€1.49	€1.74
	>20,000	€1.58	€1.50	€1.46	€1.72
<b>250g</b>	>200	€2.25	€2.15	N/A	€2.45
	>2,000	€2.07	€1.98	N/A	€2.20
	>5,000	€2.04	€1.96	€1.93	€2.18
	>10,000	€2.01	€1.93	€1.90	€2.15
	>20,000	€1.99	€1.91	€1.88	€2.13
<b>500g</b>	>200	€3.00	€2.94	N/A	€3.35
	>2,000	€2.90	€2.82	N/A	€3.03
	>5,000	€2.87	€2.79	€2.76	€3.00
	>10,000	€2.84	€2.76	€2.72	€2.97
	>20,000	€2.81	€2.72	€2.69	€2.94

\*Machine sort mail is mail which can be automatically read and processed by An Post's automated equipment, to a level in excess of 85%.

#Mail does not meet machine sort mail requirements. Dimensions for manually processed large envelopes are min: 140mm x 90mm x 0.18mm, max: 400mm x 300mm x 25mm.

# Packet

## Specified dimensions

Weighing no more than 1kg and within the dimensions shown. Heavier or larger items will be classed as a parcel.

### Minimum dimensions

100mm x 70mm x 25mm  
(with a tolerance of 2mm)

### Maximum dimensions

Length, width and depth combined of 900mm with no dimension exceeding 600mm (with a tolerance of 2mm)

## Maximum weight

1kg

## Roll-shaped Packet

The length and twice the diameter shall not exceed 1,040mm and the greatest dimension shall not exceed 900mm



		USO	
		SPEED	ECO
Delivery Target		Next Day	2 Days
Preparation of Mail		Manual Sort	Manual Sort
Time of Presentation		3.00pm	3.00pm
Volume per mailing			
100g	>200	€3.38	€3.31
	>500	€3.34	€3.26
	>1,000	€3.29	€3.21
250g	>200	€4.12	€4.04
	>500	€4.07	€3.98
	>1,000	€4.01	€3.92
500g	>200	€5.48	€5.33
	>500	€5.41	€5.25
	>1,000	€5.33	€5.17
1kg	>200	€7.96	€7.88
	>500	€7.92	€7.82
	>1,000	€7.88	€7.70

# Sorting requirements

It is important to distinguish between the processing and the sorting of mail by the automated equipment used by An Post to ensure the criteria for volume discounts are met.



## Speed

Mail must be presented before 3pm at one of the Mail Centres or An Post 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.

## Eco

Mail must be presented before 3pm at one of the Mail Centres or An Post 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 two working days in advance of the working day on which delivery is required.

## Budget

Mail must be presented before 3pm at one of the Mail Centres. 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 three working days in advance of the working day on which delivery is required.

## Impact

Mail that is not capable of being processed by automated equipment and is presented before 3pm at one of the Mail Centres or An Post Acceptance Offices. In addition, mail must be presented three working days in advance of the working day on which delivery is required.

## Pre-Sort

Mail that is not capable of being processed by automated equipment, but is already sorted into the An Post 151 pre-sort specifications and is presented before 3pm at one of the Mail Centres or An Post Acceptance Offices. In addition, mail must be presented three working days in advance of the working day on which delivery is required.

## Automated Sorting Read-Rate

The ability of automated processing 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. Customers wishing to avail of the discounts should contact Customer Services on 01 705 7600 or log on to [anpost.com](http://anpost.com) where a copy of the brochure is available.

# Mail Centres and Acceptance Offices



## Mail Centres

### Dublin

Oak Road  
Knockmitten  
Dublin 12  
D12 V4AC

### Athlone

Dublin Road  
Athlone  
Co. Westmeath  
N37 FF68

### Portlaoise

Father Browne Avenue  
Portlaoise  
Co. Laois  
R32 A32F

## Discount Mail Acceptance Offices

Ballina

Castlebar

Drogheda

Ennis

Killarney

Longford

Mullingar

Newbridge

Swords

Tullamore

Bray

Cavan

Dublin 3

Galway

Letterkenny

Mallow

Naas

Roscommon

Thurles

Waterford

Carlow

Clonmel

Dundalk

Glenageary

Lifford

Maynooth

Navan

Shannon

Tralee

Wexford

Carrick-on-Shannon

Cork South City

Dungarvan

Kilkenny

Limerick

Monaghan

Nenagh

Sligo

Tuam



## How to proceed

To avail of the discounts in this brochure, please contact an An Post Account Manager.

If you wish to arrange for a meeting with an Account Manager contact Customer Services on **01 705 7600**.

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**Universal Services (USO)**

Universal Services are specified in the Communications Regulation (Universal Postal Service) Regulations 2012-2019 and identified as 'USO' in this publication. See [anpost.com](https://anpost.com) for the terms and conditions for these services.