

Discount Mail Acceptance Offices

Customers wishing to avail of any of the discounts shown may present their mail at one of the An Post Mails Centres or at the other Acceptance Offices listed below.

Payment for Discount Mail

Where the postage on mail being sent by any of the discount services is being paid by meter/frank, the mail should be franked with the normal Meter postage payable and the value of any discounts will be refunded retrospectively.

For further information please call Customer Services on **01705 7600**.

Designated Mail Acceptance Offices and Mails Centres

Customers wishing to avail of one of the discounts in this brochure may present their mail at any of the following designated Mail Acceptance Offices.

Ballina	Bray	Carlow	Carrick-on-Shannon
Castlebar	Cavan	Clonmel	Cork South City
Drogheda	Dublin 3	Dundalk	Dungarvan
Ennis	Galway	Glenageary	Kilkenny
Killarney	Letterkenny	Lifford	Limerick
Longford	Mallow	Maynooth	Monaghan
Mullingar	Naas	Navan	Nenagh
Newbridge	Roscommon	Shannon	Sligo
Swords	Thurles	Tralee	Tuam
Tullamore	Waterford	Wexford	

In addition to the offices above, customers may also present mail at any of the Mails Centres listed below.

Dublin	Athlone	Portlaoise
Oak Road	Dublin Road	Father Browne Avenue
Knockmitten	Athlone	Portlaoise
Dublin 12	Co. Westmeath	Co. Laois
D12 V4AC	N37 FF68	R32 A32F

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 **01705 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.com, 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 2012-2019 and identified as 'USO' in this publication. See anpost.com for the terms and conditions for these services.



This is Direct Mail from An Post Commerce

This is getting your message into the hands and homes of customers, the length and breadth of the country. This is expert, effective targeting that drives growth and delivers impact for Irish businesses everywhere.

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Bulk rates for Meter customers

Volumes of 200 items upwards
1st February 2023



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.

This brochure details the discounts that are available to customers posting over 200 items in a single posting and where the postage is paid by a meter/franking machine.

A more comprehensive range of discounts is also available for customers posting more than 2,000 items in a single posting. Details of these discounts are available online at anpost.com/bulkmail or from our Customer Service Department on **01 705 7600**. This wider range of discounts must be arranged through your An Post Account Manager.

An Post offers separate discounts to volume posters of direct mail (Reach+) 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 brochure.

There are three discount offerings for customers posting over 200 items in a single mailing and paying by meter/franking machine. They are the **Speed service**, for customers who require next day delivery, the **Eco service**, for customers who do not have a requirement for a next day delivery and the **Impact service** for mailings that require manual sorting and do not fully conform to the automated processing criteria set out in this brochure. The **Eco service** is a two day delivery option and franked mail should therefore be dated one working day later than the actual posting date.

The entry level threshold for these discount services is 200 items. 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.

Example of combining letters and large envelopes

Item	Weight	Quantity	Rate applicable
Letter	100g	160	Charged at 200 volume rate
Large Envelope	250g	25	Charged at 200 volume rate
Large Envelope	100g	25	Charged at 200 volume rate

Mail dimensions

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

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

Packet



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

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

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

Rates for volumes of 200 items upwards

	USO					
	SPEED		ECO		IMPACT	
Delivery Target	Next Day		2 Days		3 Days	
Preparation of Mail	Machine Sort*		Machine Sort*		Manual Sort#	
Time of Presentation	3.00pm		3.00pm		3.00pm	
	Rate	Discount	Rate	Discount	Rate	Discount
Letter						
100g	€1.05	€0.20	€1.00	€0.25	€1.10	€0.15
Large Envelope						
100g	€2.09	€0.26	€1.98	€0.37	€2.25	€0.10
250g	€2.55	€0.30	€2.45	€0.40	€2.75	€0.10
500g	€3.30	€0.45	€3.24	€0.51	€3.65	€0.10
Packet*						
100g	€3.38	€0.32	€3.31	€0.39	N/A	N/A
250g	€4.12	€0.58	€4.04	€0.66	N/A	N/A
500g	€5.48	€0.62	€5.33	€0.77	N/A	N/A
1kg	€7.96	€0.94	€7.88	€1.02	N/A	N/A

*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.

*An Post does not currently process packets by machine.