Top tips for saving time and money when franking your mail.

Like some more tips
Visit our franking machine page for more information at www.mailcoms.co.uk/franking-machines

Train temporary staff
Mistakes peak during summer and Christmas holidays when temporary staff are covering annual leave.

Try this...
Make sure they understand the sizes for a letter, large letter and parcel. You could print out the sizes and put them next to your franking machine. Find all the information on weights and sizes at royalmail.com/size.

Watch out for those large letters
If you loosely fold lots of sheets of paper into an envelope, it could push a letter into the large letter category.

Try this...
Go over the differences between letters and large letters with staff so you’re not underpaying. You’ll find all the info on weights and sizes at royalmail.com/size.

Keep UK & International mail separate
If the letters on top of a pile are for the UK, it’s easy to frank international letters lower down the pile as UK mail too.

Try this...
Use separate trays for UK and international mail. It also saves staff having to sort through each pile of mail.