

Franking Top Tips for Saving Time and Money

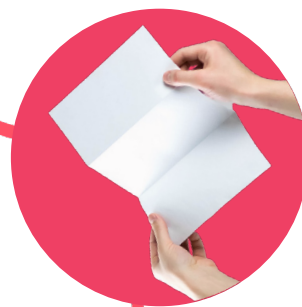


Organise Your Mail

Start by separating your mail by size and service. For example, sort into First and Second Class and then by the size of the envelope or package. Don't forget to separate your UK and International mail to avoid wasting time, failed delivery and overspending.

Fold Letters Where Possible

Under Royal Mail's sized-based 'Pricing in Proportion' (PiP) scheme, businesses can save money with their franked mail costs by folding the letter and putting it into a smaller envelope. Just be mindful when folding that this doesn't push your letter into the large letter category.



Avoid Royal Mail Surcharges

When selecting your items on your franking machine, be sure to use a size guide ruler / template that clearly identifies the Royal Mail sizes for Letter, Large Letter or Small & Medium Parcels. **Get in touch with us to claim your free size guide.**

Utilise Franking Meter Posting Envelopes

Late Meter / Low Volume posting envelopes can be used in any Royal Mail post box in case you; miss the post office closing times, your daily collection has already gone, or you don't have a local franked mail post box. **Call us for more information on 01543 572 776.**

