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.

For a quick franking machine quote call 01543 572 776
For low cost franking machine supplies visit www.mailcoms.co.uk

**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.