

27p Send Mailerpack Terms and Conditions

27p Send Mailerpack – Inclusive Package Details

Letter Mailerpack	Flyer Mailerpack
You supply: Your letterheads, your data address file and letter text	You supply: Your mailing insert (flyer) and your data address file
We supply: Plain white unbranded C5 window machineable envelope, overprinted with PPI and our return to sender address	We supply: Plain white unbranded C5 non-window machineable envelope, overprinted with PPI and our return to sender address
We fulfil: • Mailmerge and laserprint single sided address and letter text in monochrome • Fold and machine enclose into envelope • Seal and arrange 2nd class postage	We fulfil: • Mailmerge address and inkjet onto envelope or label in monochrome • Enclose your mailing insert into addressed envelope • Seal and arrange 2nd class postage
We post: Provide 2 nd class postage – delivered by Royal Mail	We post: Provide 2 nd class postage – delivered by Royal Mail
Minimum quantity charge: 200	Minimum quantity charge: 200
Cost: 27p each	Cost: 27p each

Please note: there is an £18.00 set up fee for all jobs to include data merging and administration.

27p Send Mailerpack Optional Extras

We are pleased to accommodate your specific mailing requirements and can enhance the basic offer packages at a small additional cost with the following optional extras:

Optional Extra	Cost
Laserprint monochrome on reverse of letterhead or sheet of paper	2p each
Provide A4 sheet of paper	1p each
Machine enclose additional mailing insert	2p each
Fold any additional mailing inserts to A5 from A4	2p each
Hand enclose mailing inserts	5p each
Print your alternative return address and/or logo plus PPI to front of envelope	3p each

Turnaround Time

Our standard turnaround for the standard Send Mailerpack service is 72 hours from receipt of materials and datafiles
For all those time critical jobs we offer the following express services:

Priority next day - cost £45.00 - next day service

Express sameday - cost £95.00 - we guarantee same day dispatch when all materials and datafiles are received by 10am

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1. All prices are subject to VAT, which will be charged at the current rate.
2. Prices based on "Small Letter" mailings (C5, <5mm thick) up to 100g (rates for larger and heavier mailings available on request).
3. Offer prices based on receiving advance settlement of our pro-forma invoice, prior to posting.
4. Offer prices based on the cleanliness of your data and suitability of your materials to be laserprinted and enclosed using our machinery, and are subject to final sight of materials. We reserve the right to re-quote.
5. Cost of data cleaning, storage, onward dispatch or disposal of remainder mailing materials is additional if required.
6. Subject to our standard terms and conditions a copy of which is available on request.