

39p Colour Mailer Offer Terms and Conditions

Colour Letter Mailerpack	
You supply: Your letterheads, your data address file and letter text We supply: Plain white 90gsm paper if required, plain white C5 window machineable envelope, overprinted with PPI and our return to sender address.. We fulfil: • Mailmerge and laserprint single sided address and letter text in colour • Fold and machine enclose 1 item into envelope • Seal and arrange 2nd class postage We post: Provide 2nd class postage – delivered by Royal Mail Minimum quantity charge: 200 Cost: 39p each	

Please note: there is an £35.00 set up fee for all jobs to include data merging and administration.

39p Colour Mailer Offer 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
Laserprint colour on reverse of letterhead or sheet of paper	12p each
Upgrade to A4 superior 100gsm colour paper	3p each
Provide A4 superior 100gsm colour paper	3p each
Machine enclose additional mailing insert	2p each
Fold any additional mailing inserts from A4 to A5	2p each
Hand enclose mailing inserts	5p each
Print your alternative return address and/or logo plus PPI to front of envelope	3p each
Use your own non machineable envelopes	3p each
Colour proof mailed to your address	£35.00

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.