



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 067:  
WITHDRAWAL OF ACCESS 1400 GENERAL LARGE LETTER SERVICES**

**Date: 9 MARCH 2023**

This notice applies if you hold an **Access Letters Contract (Contract)** with **Royal Mail Group Limited**, a company registered in England and Wales (number 04138203) with its registered address at 185 Farringdon Road, London, EC1A 1AA.

**1 Definitions and interpretation**

- 1.1 If a word or expression is defined in this notice, it shall have the meaning given in this notice.
- 1.2 Any words or expressions which are not defined in this notice, but have an initial capital letter, shall have the meanings given to them in the Contract.
- 1.3 All of the rules about how to interpret the Contract shall apply to this notice.

**2 Changes to the Contract**

- 2.1 Under clause 13.3(c) of the General Access Terms and Conditions we hereby notify you of the changes to the Access Letters User Guide, as set out in Appendix A below.
- 2.2 The changes detailed in this Change Notice will take effect from 2 January 2024.

## Appendix A

### 1 Changes to the Access User Guide

#### 1.1 Figure 1 in Section 1: Our Services shall be replaced with the following:

	ATTRIBUTES														
ACCESS SERVICE	MACHINEABILITY				FORMAT		WEIGHT BAND					SORTATION			
	Manual	Machinable	OCR	Mailmark	Letter	Large Letter	1 – 100g	101 – 150g	101 – 250g	251 – 750g	Mixed Weight	48-Way Sort	Access 70	Access 1400	Access 70,000
Access 70	•	•	•	•	•	•	•		•	•	•		•		
Access 70 (48-way sort option)	•	•	•		•		•					•			
Access 1400			•	•	•	•	•		•	•	•			•	
Business Mail Large Letter	•	•	•	•		•	•		•	•	•		•	•	
Advertising Mail	•	•	•	•	•	•	•		•	•	•	•*****	•	•	
Catalogue Mail				•	•	•	•	•	•	•	•			•	
Partially Addressed Mail	•			•*	•	•	•		•	•	•	•*****	•	•	
Magazine Subscription Mail	•			•**		•	•			•	•		•		
Royal Mail Mailmark	•				•	•	•		•	•	•	•*****	•		
Mailmark Economy	•				•		•					•	•		
Manual Mailmark	•					•***	•		•	•	•		•		
Poll Sort				•	•		•								•
General Large Letter****	•	•	•	•		•	•		•	•	•		•		
OCR		•			•	•	•		•	•	•	•*****	•		

1.2 Paragraph 2.2 of Appendix D: Mixed Weight Service shall be amended as follows:

2.2 *Large Letters must be sorted by you to Access 70 or Access 1400 sortation options (NOTE: General Large Letters must be sorted by you to the Access 70 sortation option).*

1.3 Paragraph 2.2(a)(iii) of Appendix O: Royal Mail Manual Mailmark shall be amended as follows:

i. *Paragraph 6 of Appendix M of this User Guide shall be deemed amended to read as follows:*

*“You must ensure each Mailing Item within a Mailmark Mailing:*

*a. has a Mailmark Barcode printed on it in addition to any other marks that are required for the Access 70 Mailing Item in question;*


*b. has a Mailmark Barcode printed on it in a manner and location and in accordance with the specifications, as set out in the Mailmark Letters and Large Letters specification below.”*

1.4 Paragraph 3.1 of Appendix O: Royal Mail Manual Mailmark shall be amended as follows:

3.1 The Manual Mailmark Service can be used with the following sortation and Access Service options:

<b>Sortation level</b>	Access 70
<b>Access Service</b>	General Large Letters
<b>Dimensions</b>	Maximum 353mm x 250mm
<b>Thickness</b>	Maximum 25mm
<b>Weight</b>	Minimum 10g, Maximum 750g

Yours sincerely,



Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale