



ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 066:
BUNDLING PAPER-WRAP MAILMARK MAILINGS
DATE: 8 MARCH 2022

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 Changes

- 1.1 We notify you under Clause 13.3.3 of the Contract that we are changing the Access User Guide with effect from 18 May 2022. However, customers who wish to present their items in accordance with the changes from the date of this notice, may do so and we shall accept and process such items accordingly.
- 1.2 We are making the following changes to Section 2 of Appendix F (Strapped Bundle/ Un-badged Specification) per the red text:

2. Presentational Requirements

The dimensions of the Mailing Item must fall between 125mm x 176mm and 324mm x 458mm

Mailing Items will be priced according to format as detailed in Section 5.

The number of Mailing Items within each bundle must be maximised and comply with maximum bundle weight limits. An Under Volume bundle is a bundle that does not contain the minimum number of Mailing Items in each weight step as defined in Section 6. Under Volume bundles will be charged in accordance with Section 6.

Bundles must be either:

- Securely double strapped i.e. each bundle must be cross strapped, both lengthways and widthways. This additional strapping serves the same purpose as bags and helps protect the bundles whilst in transit. **For Royal Mail Mailmark Letters and Large Letters presented in paper-wrap, customers are permitted to cross strap bundles across the width of the item on the proviso there are a minimum of two straps which are located towards the edge of each bundle. The strength of the strapping application and distance from each strap must be such that there is no risk of the contents of the bundle becoming loose during transit and the bundle being damaged or torn.**
- Wrapped with polywrap (30 microns).

Postings that include bundles that are not strapped securely will be returned or subject to price adjustment. It is your responsibility to safeguard the hygiene of mail presented for posting ♦" e.g. mail is free of moisture, clean and undamaged. The tension of any strapping applied to bundles should be such that there is no damage to the mailpiece and that the edges of the mailpiece are not damaged in any way when the strapping is removed and the edges of the mailpiece are not torn or turned up.

When items are of a single uniform thickness across the whole width and length of the item, they must be faced and bundled the same direction.

Where bulky Mailing Items are not of a single uniform thickness across the whole width and length, items must be bundled in such a way that the bundle is level and squared off at the ends. If an item is thicker at one end, the items should be counter stacked with the top half of the bundle turned the opposite way to the bottom half. Address must still be facing upwards.

Elastic bands must not be used for holding bundles together. You are required to present bundles either brick stacked or column stacked in Containers.

Yours sincerely,



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