



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 082:
REMOVAL OF NON-MAILMARK VARIANT OF ADVERTISING MAIL CATALOGUE**

Date: 3 NOVEMBER 2025

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 13.2(b)(i) of the General Access Terms and Conditions of the Contract we hereby notify you of the following changes to the Access Letters User Guide:
 - 2.1.1 In Section 1, the table at "Figure 1" shall be replaced with the table included at Appendix 1 of this User Guide Amendment Notice;
 - 2.1.2 The table at paragraph 3.1 of Appendix H (Advertising Mail Catalogue) shall be amended as follows:

Sortation level	Access 70
Service Standard	Standard, Priority or Economy
Format	Letter or Large Letter (see below for maximum size dimensions)
Processing option	Royal Mail Mailmark

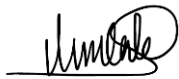
2.1.3 Figure 35 at paragraph 3.2 of Appendix H (Advertising Mail Catalogue) shall be amended as follows:

	<i>max mm</i>	<i>max mm</i>	<i>max mm</i>	<i>max g</i>	<i>Weight Band</i>
Format	Length	Width	Depth	Weight	
Access 70 Mailmark Letter	240	165	5	Up to 100	WB1
Access 70 Mailmark Large Letter	353	250	13	Up to 100	WB1
Access 70 Mailmark Large Letter	353	250	13	101 – 250	WB2
Access 70 Mailmark Large Letter	353	250	13	251 – 750	WB3

Advertising Mail Catalogue Mailing Items must also comply with the terms and conditions of Schedule 8, Part 1: Royal Mail Mailmark of the Contract and Appendix M of this User Guide.

2.2 The change detailed in paragraph 2.1 will take effect from 3 August 2026.

Yours sincerely,



Tim Cable
Wholesale Products Director
Royal Mail Wholesale

Appendix 1

	ATTRIBUTES												
ACCESS SERVICE	PROCESSING			FORMAT		WEIGHT BAND					SORTATION		
	Mailmark	Manual Mailmark	Manual	Letter	Large Letter	1 – 100g	101 – 150g	101 – 250g	251 – 750g	Mixed Weight	49-Way Sort	Access 70	Access 70,000
Access 70	•	•	•	•	•	•	•	•	•	•		•	
Access 70 (49-way sort option)	•			•		•					•		
Business Mail Large Letter	•		•		•	•		•	•	•		•	
Advertising Mail	•		•	•	•	•		•	•	•	•****	•	
Catalogue Mail	•		Type	•	•	•	•	•	•	•		•	
Partially Addressed Mail	•			•	•	•		•	•	•	•****	•	
Magazine Subscription Mail	•		•*		•	•		•	•	•		•	
Royal Mail Mailmark	•			•	•	•		•	•	•	•****	•	
Mailmark Economy	•			•		•					•	•	
D+3	•		•	•	•	•	•	•	•	•	•	•	
Manual Mailmark		•			•••	•		•	•	•		•	
Poll Sort			•	•		•							•
General Large Letter***	•	•			•	•		•	•	•		•	