



ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 071:  
INTRODUCTION OF ACCESS 70 ADVERTISING MAIL CATALOGUE SERVICE

Date: 31 AUGUST 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 13.2(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 Paragraph 3.1 of Appendix H (Advertising Mail Catalogue) shall be amended as follows:

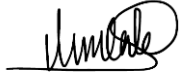
*3.1 The Catalogue option is for items that are sorted to the Access 70 or 1400 selections.*

2.1.3 Figure 33 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>
<i>Format</i>	<i>Length</i>	<i>Width</i>	<i>Depth</i>	<i>Weight</i>	
<i>Access 70/1400 Letter</i>	<i>240</i>	<i>165</i>	<i>5</i>	<i>Up to 100</i>	<i>WB1</i>
<i>Access 70/1400 Letter</i>	<i>240</i>	<i>165</i>	<i>5</i>	<i>101 – 150</i>	<i>WB2</i>
<i>Access 70/1400 Large Letter</i>	<i>353</i>	<i>250</i>	<i>25</i>	<i>Up to 100</i>	<i>WB1</i>
<i>Access 70/1400 Large Letter</i>	<i>353</i>	<i>250</i>	<i>25</i>	<i>101 – 250</i>	<i>WB2</i>
<i>Access 70/1400 Large Letter</i>	<i>353</i>	<i>250</i>	<i>25</i>	<i>251 – 750</i>	<i>WB3</i>

2.2 The change detailed in paragraph 2.1 will take effect from 2 January 2024.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Cable', with a large circular flourish at the end.

Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale

Appendix 1

	ATTRIBUTES													
ACCESS SERVICE	MACHINEABILITY			FORMAT		WEIGHT BAND					SORTATION			
	Mailmark	Machinable	Manual	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				•	•	•		•	•	•	•••••	•		