



31 August 2023

Royal Mail Wholesale
185 Farringdon Road
London
EC1A 1AA

INTRODUCTION OF ACCESS 70 ADVERTISING MAIL CATALOGUE SERVICE

Dear Customer,

I am pleased to announce that from 2 January 2024, we are introducing an Access 70 Advertising Mail Catalogue service option.

During June and July 2023, we consulted on proposals to withdraw Access 1400 services on 1 April 2024. Within the consultation we stated we would introduce an Access 70 Advertising Catalogue as a replacement for the current Access 1400 Catalogue service. Whilst we have yet to publish a decision on the withdrawal of Access 1400, we have decided to proceed with the introduction of the Access 70 Advertising Catalogue service which will run alongside the Access 1400 equivalent service until such time we may decide to withdraw it.

As a reminder, the Catalogue service, with its 10g weight steps between 101-150g was introduced to help customers gain greater returns from their Catalogue mailings, by giving them the scope to either increase pagination or sell additional inserts with small price increments.

The appended contract change notice details the amendments we are making to the Access Letters User Guide with the changes taking effect from 2 January 2024.

If you have any queries please contact your Account Director.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Wholesale



**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.

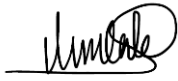
2 Changes to the Contract

- 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

ACCESS SERVICE	ATTRIBUTES													
	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				•	•	•		•	•	•	•*****	•		