

# Estate Management

## Postal Services

### Pricing In Proportion Guidelines

#### What is Pricing in Proportion?

The Royal Mail has changed the way that mail is priced by introducing a new pricing system called Pricing in Proportion. Previously, postage prices were based upon the weight of the item. The heavier the item, the higher the price. Pricing in Proportion also takes into consideration the physical size and thickness of the item, as well as the weight.

#### Why the change?

It costs Royal Mail more to sort, handle and deliver larger envelopes and items than they are currently charging customers to send. Large and irregular shaped packages take up more space in postbags and vans and cost more to handle. This means that most light but bulky items are priced below cost, whereas smaller, heavier items are generally overpriced. Royal Mail is changing their pricing system to more accurately reflect their costs



The University is in a position to be able to save money on all external mail I would recommend that we only use C4 envelopes as a last resort by using DL and C5 envelopes the savings are as follows the pricing below is on a letter up to 60grams only the heavier the letter the bigger the savings.

C4 Letter up to 100grams      First Class 0.55p and Second Class 0.44p

DL/ C5 letters up to 100grams      First Class 0.39p and Second Class 0.28