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Francotyp-Postalia Limited

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4 December 2019

IMPORTANT INFORMATION

The Franking Machine Manager

«CUSTOMER_NAME»

«ADDRESS_LINES»

«TOWN»

«POST_CODE»

ACCOUNT NO: «CUSTOMER_ID»

Dear Customer,

Royal Mail have recently announced their intention to increase **Business Mail Advanced** prices, **effective 2nd January 2020**

WHERE CAN I GET FURTHER INFORMATION FROM?

Royal Mail have the full postage tariff detailed on their website www.royalmail.com/prices2020
For ease, we have detailed the Business Mail Advanced price increases below.

From 2nd January 2020:

Business Mail Advanced 1st Class 64p VAT inclusive (53.3p ex VAT)

Business Mail Advanced 2nd Class 42p VAT inclusive (35p ex VAT)

**Business Mail Advanced items which do not qualify will be charged at 63.2p (excluding VAT) for 1st Class, and 40.7p (excluding VAT) for 2nd Class.*

HOW WILL THESE CHANGES EFFECT MY POSTAL EQUIPMENT?

The latest Business Mail Advanced tariff will be downloaded when your Mailmark franking machine automatically connects to our infrastructure after 18th December 2019. Thereafter you can also manually perform this connection on the franking machine by using the franking machine 'Remote Services' function (**Menu → Remote Services.**). Please note, failure to update your franking machine postage tariff may result in Royal Mail surcharges.

Yours faithfully,

Duly authorised signatory, for and on behalf of **Francotyp-Postalia Limited**.
Nicola Walford | FPUK Operations Director



ISO 9001:2015
Cert No GB01494

ISO 14001:2015
Cert No GB01495

Registered Number – 2445645 England
Registered Office – As Above