

# Business Mail Advanced

We're delighted that you've decided to take advantage of the discounted prices available with Business Mail Advanced through your Northern Services franking machine. So that you know what to expect here's some further information on the process that will set your machine up so that you can start accessing discounts...



## What happens next?

Now that you've placed your order, to have your franking machine setup for Business Mail Advanced Northern Services will contact Royal Mail on your behalf and request First and Second class Business Mail Advanced licence numbers.

Royal Mail will send terms and conditions relating to Business Mail Advanced to the email address that you supplied at the time of ordering. It's important that you promptly respond to this email acknowledging your acceptance. Until Royal Mail receives your acceptance of the terms and conditions nothing can progress. After Royal Mail receives your acceptance of the terms and conditions they'll generate your unique licence numbers, and set up their own systems.

When the licence numbers have been generated you'll be sent a letter of confirmation for your records. At the same time Northern Services will also be sent a copy of your licence numbers.

When Northern Services receives your licence numbers we'll create licence plate graphics for your first and second class Business Mail Advanced licence numbers. If Business Mail Advanced is being installed on your existing franking machine we'll also arrange for an Engineer to visit you and install a new print head and blue ink and the licence plate graphics. If you've decided to upgrade your franking machine and have ordered Business Mail Advanced at the same time, we may have installed your machine already so that you can take advantage of it – this will have been with blue ink so all that's required is a simple download of the licence plates.

You'll need to speak with your local Royal Mail Customer Operations Manager to organise Yorks and trays for your Business Mail Advanced mailings.

## What is Business Mail Advanced?

An Unsorted Business Letter product that is easy to access and use. Business Mail Advanced is an efficient and cost effective way of preparing mail so that addresses can be read by Royal Mail's sorting machines. And, because you save Royal Mail time by allowing them to sort automatically, you get item based discounts from 16.5% based on letter machineability and address accuracy determined by Royal Mail sorting machines. Plus there's a further discount on top of up to 7.5% based on the volume of mail posted.

## What discounts can I get?

Each of your letters that is automatically sorted receives a discounted price saving you 10.5% for 1st Class and 16.5% for 2nd Class off the Franked Standard Tariff price. Letters that are not automatically sorted receive no discount; they are priced as Franked Standard Tariff price. There's also a Volume Related Discount based on the number of items that are mailed.

BAND 1	BAND 2	BAND 3	BAND 4	BAND 5
0-999	1,000-2,499	2,500-9,999	10,000-24,999	25,000+
0.0%	1.5%	3.5%	5.5%	7.5%

## FAQ's

---

### How does Business Mail Advanced work?

To use Business Mail Advanced you must meet defined letter dimensions including address location and clear zones, apply a Licence, post at least 500 Items, complete an Online Business Account (OBA) order and present the letters in trays. Royal Mail sorting machines will read the licence number, check the letter for address accuracy and allocate a discount on an item basis for items automatically sorted. Items failing to be automatically sorted are priced as Franked Meter Standard Tariff.

### How do I apply the Licence Number to the envelope?

Northern Services will set up your machine to use Business Mail Advanced. Franking machine users have the licence number applied to the envelope by the meter machine when the Franked Meter Impression is printed on the envelope.

### What is the minimum number of items I can send?

500 items per class and site on the day of posting.

### Do I have to post 500 letters everyday?

No.

### Is there a weight limit?

Items can weigh up to 100g. There is one price up to 100g.

### Are the 500 items posted on one collection?

A Business Mail Advanced posting can be collected over one or more collections provided the total volume per class and site on the day of posting totals 500 Items.

### What are the size restrictions?

The maximum size is 240mm x 165mm (C5 Plus)

The minimum size is 145mm x 110mm

The maximum thickness is 5mm

The minimum thickness is 0.25mm.

### What are the different delivery options?

There are 2 speeds of delivery: Business Mail Advanced 1st Class – delivery the next working day and Business Mail Advanced – delivery within three working days of posting.

### How do I access BMA on my franking machine?

Once the registration process is complete, you will be provided with your Business Mail Advanced licence for use on your franking machine.

For Connect+™ users, simply access the Business Mail Advanced service through the franking machine 'rates' menu. You will be prompted to input your licence number.

Once complete, store this as a saved 'job' or 'preset' to access the service at the touch of a button.

For non Connect+™ customers, a graphic download will become available when the licence application process is complete. Access the service through the franking machine 'rates' menu and then select the graphic. Save this as a stored 'job' or 'preset' to access the service at the touch of a button.

### How do I pay if I have a Franking Machine?

Meter postings should be franked at the value in your rate table. Rebates will be refunded up to 6 weeks later.

### VAT on BMA

From April 2nd 2012, Business Mail Advanced is subject to VAT. All current Northern Services franking machines are classified as SMART and therefore support VAT on this service. All Business Mail advanced items logged onto the Royal Mail's Online Business Account will have VAT applied. Royal Mail will supply you with a monthly VAT statement.

### Is a discount refund application required for Franked Meter Impression postings?

No.

### Is a Customer Barcode (CBC) required?

No.

### What are the design restrictions?

#### Licence Number

The licence number must be in a defined format and area on the front of the envelope with a 10mm clearzone around all sides of the licence.

#### Address

The address must be in the prescribed area on the front of the envelope. The Optical Character Recognition (OCR) address specification is recommended to maximise discounts but is not compulsory.

#### Clearzones

Royal Mail require certain areas on the mailpiece to have no text or markings, these are called clearzones. These areas are where Royal Mail barcodes will be printed. The barcodes are for Royal Mail sorting machines to print and read codes on letters to enable mechanical processing.

For further details of these and other requirements see the Business Mail Advanced guide available to download from the Royal Mail document library. For any Business Mail Advanced specific questions contact [cleanmail@pb.com](mailto:cleanmail@pb.com)



10 Albion Way, Kelvin Industrial Estate,  
East Kilbride, G75 OYN.

Tel: 01355 241333 Fax: 01355 241555  
Email: [sales@northernservices.co.uk](mailto:sales@northernservices.co.uk)  
[www.northernservices.co.uk](http://www.northernservices.co.uk)

