



Discounts of up to 13% off franked mail rates, and your post collected free!

Cleanmail® is an efficient and cost effective way of preparing mail so that addresses can be read by Royal Mail's sorting machines. Because you save the Royal Mail's time by helping them to sort automatically, you receive a Discount.

With a minimum of 500 items and a maximum weight of 100g, items can be up to 240 x 165mm (C5) in size, and must include address details following a particular format.

**You have two options:**

*Either* you print the address using Royal Mail approved OCR fonts, which can be read by their machines that then print a barcode for further sorting.

*Or* you print a barcode yourself. The barcode contains a postcode and delivery point enabling the Royal Mail machines to sort mail to the last stage for delivery. Royal Mail will give you A4 containers and wheeled items for you to sort and separate items.

They will then collect the containers and completed posting cheques, and by using the posting cheque information calculate the net Cleanmail® cost to you.

**There are two speeds of delivery:**

**First Class Cleanmail®**                      Aims to deliver the next working day.

**Second Class Cleanmail®** Aims to deliver within three working days of posting

For additional information concerning technical requirements, minimum usage and general advice and guidance, please call Ashcroft Mailing Solutions Limited.

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