



## **Post & Packing Warehouse Ltd.**

*your next generation post office ... delivering more!*

**P&P Services  
Postal & Courier Services  
Price List 2009**

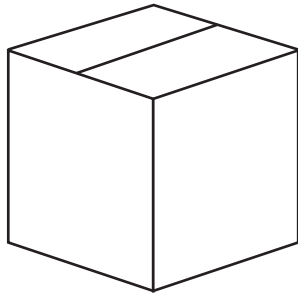
**‘We are an independent postal  
retailer serving the local residential  
and business communities.’**

## The size of it ...

Postage prices are based on size and weight, with individual mail divided into letter, large letter and packet sizes as illustrated here.

Avoid the queue, open an account, then simply drop off your post and we'll do the rest!

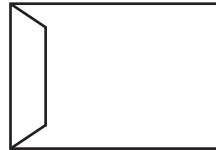
To obtain an account application form simply send our team an email; [info@postandpackinguk.com](mailto:info@postandpackinguk.com)



Packet size:  
610 x 460 x 460mm  
weight over 750g  
or max tube 900mm



Letter size:  
240 x 165 x 5mm  
max weight 100g



Large letter size:  
353 x 250 x 25mm  
max weight 750g

## P&P services

Photocopying	Format	Price per copy
	A4 Black & White	15p
	A4 Colour	35p
	A3 Black & White	45p
	A3 Colour	90p
Laminating	Size	Price per page
	A5	60p
	A4	£1.40
Faxing	first page	£1.00
	subsequent pages	25p each
Shredding	per kilogram	£2.50
Binding	per document	£2.50
Internet access	30 mins	£1.50

## Post room and fulfilment services

Service	Description	Prices from
* Prices are subject to VAT		
<b>E-shop drop</b>	No more waiting in or missing your delivery! We accept and sign for deliveries on your behalf.	£1.50 per item
<b>Postboxes</b>	Private and business postboxes in varying sizes. Accessible 24 hours a day.	£19.00 per month*
<b>Packing</b>	A full packing service for any item, any size or shape.	£1.50 per item
<b>Mail forwarding</b>	If you are regularly on the move, in the UK or abroad, we can make sure your post keeps up with you.	price on request
<b>Mail fulfilment</b>	All your direct mail needs; printing, data sourcing, mail merge, folding and inserting.	8p per letter*
<b>Order fulfilment</b>	Storage, stock management, pick, pack and post.	70p*
<b>Storage</b>	Personalised storage, measuring 90cm x 60cm x 180cm, plus ceiling space up to 450cm.	£29.75 per month*
<b>Admin services</b>	Any administrative tasks you may require including; typing, database management or stamping, packing etc.	£12.00 per hour*
<b>Electronic post</b>	Scanning and emailing service for sending post electronically.	75p per document*
<b>Freepost returns</b>	Use our freepost address to have items returned at no cost to your customer.	volume dependent
<b>DX – Document Exchange</b>	We operate as an exchange for DX; a pre 9.00am postal delivery service for B2B mail.	price on request

- Stamps
- Padded envelopes
- Envelopes
- Postal tubes
- Single wall boxes
- Double wall boxes
- Void fill
- Foam chips

Document wallets  
Paper  
Bubble wrap  
Labels  
Parcel tape

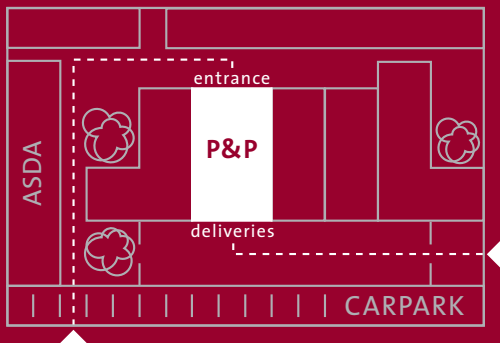
Post & Packing Warehouse Ltd.  
5 Liberty Square  
Kings Hill West Malling  
Kent ME19 4AU  
Tel: 01732 840 600  
Fax: 01732 522 122  
info@postandpackinguk.com  
www.postandpackinguk.com

9.00am – 6.15pm Monday – Friday  
10.00am – 12.00pm Saturday

- 2.30pm Royal Mail
- 3.30pm Parcelforce
- 4.00pm FedEx UK
- 5.00pm FedEx International
- 5.30pm Bulk Mail
- 6.30pm Royal Mail
- 7.00pm DX – Document Exchange

Additional collections can be booked during the week for DHL, UPS, TNT, Fastway and other carriers.

12.00pm Royal Mail



## Post & Packing Warehouse Ltd.

Tel: 01732 840 600

info@postandpackinguk.com

www.postandpackinguk.com



Next day UK  
courier letters up  
to 500g  
**£5.87 inc. VAT\***

Next day UK  
courier small  
packets up to 1kg  
**£7.19 inc. VAT\***

Next day UK  
courier large  
parcels up to 25kg  
**£11.73 inc. VAT\***

Next day UK  
courier pallets up  
to 1200kg from  
**£47 inc. VAT\***

## UK postage

Size	Weight	Standard Mail		'Signed For'		Bulk Mail 15% VAT
		1st	2nd	1st	2nd	
Letter	100g	39p	30p	£1.84	£1.75	25p
Lge letter	100g	61p	47p	£2.06	£1.92	40p
Lge letter	250g	£1.15	£1.01	£2.35	£2.21	59p
Lge letter	500g	£1.49	£1.29	£2.69	£2.49	85p
Lge letter	750g	£2.02	£1.76	£3.22	£2.96	£1.23
Packet	100g	£1.98	£1.78	£2.73	£2.53	£1.00
Packet	250g	£2.32	£2.11	£3.07	£2.86	£1.30
Packet	500g	£2.84	£2.55	£3.59	£3.25	£1.50
Packet	750g	£3.35	£2.94	£4.10	£3.69	£1.82
Packet	1kg	£3.95	£3.40	£4.70	£4.15	£2.18
Packet	1.25kg	£5.15	no service	£5.90	no service	£3.05
Packet	1.5kg	£5.85		£6.60		£3.35
Packet	1.75kg	£6.55		£7.30		£3.65
Packet	2kg	£7.25		£8.00		£3.95
Packet	4kg	£8.92		£9.67		no service

## Sameday courier service

£1.20 per mile (subject to VAT)

\*Listed prices exclude certain postal codes and UK highlands and islands. T's & C's apply.

## UK courier service

Size	Weight (up to)	9am-5pm	by 9am	by 1pm	Standard UK parcels
Letter	100g	£5.87	£11.85	£5.95	no service
Lge letter	250g		£13.65	£6.40	
Lge letter	500g				
Lge letter	750g	£7.19	£15.75	£7.70	
Lge letter	1kg				
Sml packet*	100g		£11.85	£5.95	£5.11
Sml packet*	250g		£13.65	£6.40	
Sml packet*	500g				
Sml packet*	750g		£15.75	£7.70	
Sml packet*	1kg				
Packet**	1kg	£11.73			
Packet**	2kg		£19.30	£9.65	
Packet**	4kg		no service	£22.65	£7.76
Packet**	6kg			no service	£10.28
Packet**	8kg				use next day
Packet**	10kg				
Packet**	25kg				

\*Small packets up to 1kg and approx 42 x 31cm

\*\*Packets up to 3m in length not exceeding 25kg

## Airmail

Maximum weight for airmail is 2kg and the maximum dimension for airmail parcels is 90cm length, width and depth combined. Items over this weight and/or maximum dimensions have to be sent by courier.

Europe for mailing purposes includes: Albania, Andorra, Armenia, Austria, Azerbaijan, Azores, Balearic Islands, Belarus, Belgium, Bosnia Herzegovina, Bulgaria, Canary Islands, Corsica, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Faroe Islands, Finland, France, Georgia, Germany, Gibraltar, Greece, Greenland, Hungary, Iceland, Irish Republic, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Maderia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovakia, Slovenia, Spain, Spitzbergen, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, Uzbekistan, Vatican City State.

Weight	European		World	
	Letters	Small Packets & Printed Papers	Letters	Small Packets & Printed Papers
10g (Postcard)	56p	£1.21	62p	£1.68
40g (Letter)	81p	£1.21	£1.35	£1.68
Price increments are then every 20g				
100g	£1.52	£1.21	£2.80	£1.68
200g	£2.73	£1.82	£5.19	£2.94
300g	£3.89	£2.44	£7.44	£4.11

International Signed For and Ainsure are available. Ainsure is only available for certain countries, please contact us for further details.