

General Mailing Services

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Our extensive mailing services are also available to clients using their own or rented lists. We can import or help source your address lists, manipulate, sort and print direct onto envelopes, carrier sheets or laser personalise to letterhead. We guarantee that your data will be treated confidentially, used only for the purpose you specify and returned or disposed of as required after use. Carrier sheets and envelopes can be overprinted with a return address, PPI and a promotional message to your specification.

Data Processing

Import client data file	£30.00 one-off charge
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Lettershop Work Minimum machine quantity 2,000 items.

First insert	£13.25 per thousand
Insert additional item(s)	£5.25 per thousand per item
Fold A4	£5.25 per thousand per item
Fold A3	£7.25 per thousand per item
Mailsort items up to 200g (inc. data processing & maintaining order)	£10.95 per thousand
Mailsort items over 200g (inc. data processing & maintaining order)	£16.50 per thousand
Take delivery & warehouse client envelopes (DL & C5)	£4.50 per thousand
Take delivery & warehouse client envelopes (C4)	£6.50 per thousand

Envelopes

White DL	£19.00 per thousand
White C5	£29.50 per thousand
White C4	£56.50 per thousand
White DL Window	£22.50 per thousand
White C5 Window	£33.00 per thousand
White C4 Window	£67.50 per thousand
Polythene C5	£25.00 per thousand
Polythene C4	£28.50 per thousand

All prices quoted are subject to VAT and postage.