

Domestic Bulk Mail Rates



Effective
15 May
2010

Enjoying the best quality mail with highest savings is possible
with our Domestic Bulk Mail Rates.

Business just got easier.

Singapore
POST

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WHAT IS DOMESTIC BULK MAIL?

To Qualify for Domestic Bulk Mail:

- A minimum of 1,500 Letters or Printed Papers per posting
- Homogeneous Mail
- Originates from Singapore

SingPost Bulk Mail Centre:



10 Eunos Road 5, #01-38
Singapore Post Centre (East Entrance)
Singapore 408600



+65 6845 6651

Domestic Bulk Mail Enquiry:



1605



+65 6842 4879



www.singpost.com/contactus

Letters

Definition

A Letter is any form of communication in written form on any kind of physical medium to be conveyed and delivered to a particular addressee or address indicated by the sender on the letter itself or on its wrapping, and includes a postal article containing such communication, but excludes any book, catalogue, newspaper or periodical.

Examples

Bank statements, notification letters, letters containing information on loyalty points, bills, invoices, certificates, mail containing credit cards and membership cards.

How To Check The Rates

Step 1 Mail Type

To start, you'll need to know if your mail is a Letter or Printed Paper. Refer to respective Definition sections.

Step 2 Mail Size

Check if your mail size is classified as Standard Large, Standard Regular or Non-Standard – refer to the Appendix for the bulk mail guidelines. Please note that separate posting docket are required for different mail size.

Step 3 Volume

Append the volume of your mail per posting to the second column of Table 1 on the facing page. For mail volume between 300 and 1,499 pieces, please refer to the non-bulk mail rates set out in the Appendix.

Step 4 Mail Quality

Check if the quality of your mail is machinable or non-machinable. Refer to the respective columns on Table 1 on the facing page. For detailed guidelines on designing a quality mail, please download the Designing Quality Mail guidebook from www.singpost.com or pick up a free copy from SingPost Bulk Mail Centre.

Step 5 Weight

Get your rates by matching the rate code against the weight of your mail on Table 2.

Step 6 Early Posting Incentive

Enjoy savings on your mail by having an early posting on your bulk mail items through our Bulk Mail Centre. The rate code is indicated by the letter "E" on Table 1 and Table 3 for your easy reference.



Table 1: Best Quality Letters enjoy the Highest Savings

MAIL SIZE	VOLUME	MACHINABLE			NON-MACHINABLE
		Best Quality • Bar-coded • Pre-sorted	Good Quality • Bar-coded • Not Pre-sorted	Average Quality • OCR Readable • Pre-sorted	Minimum Quality • Pre-sorted
Non-Bulk Mail	300 - 1,499	*			
Standard Regular	1,500 - 10,000 > 10,000	LR2/E LR1/E	LR5/E LR3/E	LR6/E LR4/E	LR7/E
Standard Large	1,500 - 8,000 > 8,000	LL9/E LL8/E	*	LL11/E LL10/E	LL12/E
Non-Standard	≥ 1,500				LN13/E

*Refer to Non-Bulk Mail Rates in the Appendix/Glossary Section

Table 2: Cross-reference the above with the weight to find out the rate

RATE CODE	WEIGHT PER ITEM UP TO					
	20g	40g	50g	100g	250g	500g
LR1	\$0.241	\$0.296	\$0.353			
LR2 LR3 LR4	\$0.243	\$0.302	\$0.362			
LR5 LR6	\$0.245	\$0.305	\$0.366			
LR7	\$0.248	\$0.309	\$0.371			
LL8	\$0.433				\$0.635	\$0.753
LL9 LL10	\$0.452				\$0.683	\$0.825
LL11	\$0.471				\$0.711	\$0.859
LL12	\$0.511				\$0.811	\$1.009
LN13	\$0.503		\$0.791		\$0.939	\$1.358

Table 3: Enjoy our Early Posting Incentive Rates

	POSTING CUT-OFF TIME	
	MACHINABLE	NON-MACHINABLE
Monday to Friday (excl. Public Holiday)	3.00 pm	1.00 pm

RATE CODE	WEIGHT PER ITEM UP TO					
	20g	40g	50g	100g	250g	500g
LR1E	\$0.239	\$0.293	\$0.349			
LR2E LR3E LR4E	\$0.241	\$0.299	\$0.358			
LR5E LR6E	\$0.243	\$0.302	\$0.362			
LR7E	\$0.246	\$0.306	\$0.367			
LL8E	\$0.429				\$0.629	\$0.745
LL9E LL10E	\$0.447				\$0.676	\$0.817
LL11E	\$0.466				\$0.704	\$0.850
LL12E	\$0.506				\$0.803	\$0.999
LN13E	\$0.498		\$0.783		\$0.930	\$1.344

All domestic bulk mail rates are inclusive of 7% GST.

98% of the Letters lodged at SingPost Bulk Mail Centre during official operating hours will be delivered by the next working day.

PRINTED PAPERS

Definition

Printed Papers are homogeneous mail which include Direct Mail, Annual Reports, Books, Catalogues, Newspapers or Periodicals. Refer to the Glossary for the full definition of Printed Papers.

Examples

Company newsletters, magazines, direct mail with promotional information or offers detailed on brochures, flyers and leaflets.



How To Check The Rates

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Step 5 Weight

Get your rates by matching the rate code against the weight of your mail on Table 2.

Step 6 Early Posting Incentive

Enjoy savings on your mail by having an early posting on your bulk mail items through our Bulk Mail Centre. The rate code is indicated by the letter "E" on Table 1 and Table 3 for your easy reference.

Table 1: Best Quality Printed Paper enjoy the Highest Savings

MAIL SIZE	VOLUME	MACHINABLE			NON-MACHINABLE
		Best Quality • Bar-coded • Pre-sorted	Good Quality • Bar-coded • Not Pre-sorted	Average Quality • OCR Readable • Pre-sorted	Minimum Quality • Pre-sorted
Non-Bulk Mail	300 - 1,499	*			
Standard Regular	1,500 - 10,000 > 10,000	PR2/E PR1/E	PR5/E PR3/E	PR6/E PR4/E	PR7/E
Standard Large	1,500 - 8,000 > 8,000	PL9/E PL8/E	*	PL11/E PL10/E	PL12/E
Non-Standard	≥ 1,500				PN13/E

*Refer to Non-Bulk Mail Rates in the Appendix/Glossary Section.

Table 2: Cross-reference the above with the weight to find out the rate

RATE CODE	WEIGHT PER ITEM UP TO											
	20g	40g	50g	100g	150g	200g	250g	300g	350g	400g	450g	500g
PR1	\$0.217	\$0.266	\$0.318									
PR2 PR3 PR4	\$0.219	\$0.272	\$0.326									
PR5 PR6	\$0.221	\$0.275	\$0.329									
PR7	\$0.241	\$0.300	\$0.360									
PL8	\$0.390				\$0.450	\$0.511	\$0.571	\$0.592	\$0.613	\$0.636	\$0.656	\$0.678
PL9 PL10	\$0.407				\$0.476	\$0.545	\$0.614	\$0.640	\$0.665	\$0.691	\$0.716	\$0.742
PL11	\$0.424				\$0.496	\$0.568	\$0.640	\$0.667	\$0.693	\$0.720	\$0.746	\$0.773
PL12	\$0.496				\$0.593	\$0.690	\$0.787	\$0.825	\$0.863	\$0.902	\$0.940	\$0.979
PN13	\$0.488	\$0.767			\$0.815	\$0.863	\$0.911	\$0.992	\$1.074	\$1.154	\$1.236	\$1.317

Table 3: Enjoy our Early Posting Incentive Rates

	POSTING CUT-OFF TIME	
	MACHINABLE	NON-MACHINABLE
Monday to Friday (excl. Public Holiday)	3.00 pm	1.00 pm

RATE CODE	WEIGHT PER ITEM UP TO											
	20g	40g	50g	100g	150g	200g	250g	300g	350g	400g	450g	500g
PR1E	\$0.215	\$0.263	\$0.315									
PR2E PR3E PR4E	\$0.217	\$0.269	\$0.323									
PR5E PR6E	\$0.219	\$0.272	\$0.326									
PR7E	\$0.239	\$0.297	\$0.356									
PL8E	\$0.386				\$0.446	\$0.506	\$0.565	\$0.586	\$0.607	\$0.630	\$0.649	\$0.671
PL9E PL10E	\$0.403				\$0.471	\$0.540	\$0.608	\$0.634	\$0.658	\$0.684	\$0.709	\$0.735
PL11E	\$0.420				\$0.491	\$0.562	\$0.634	\$0.660	\$0.686	\$0.713	\$0.739	\$0.765
PL12E	\$0.491				\$0.587	\$0.683	\$0.779	\$0.817	\$0.854	\$0.893	\$0.931	\$0.969
PN13E	\$0.483	\$0.759			\$0.807	\$0.854	\$0.902	\$0.982	\$1.063	\$1.142	\$1.224	\$1.304

All domestic bulk mail rates are inclusive of 7% GST. 95% of the Printed Papers lodged at the SingPost Bulk Mail Centre during official operating hours will be delivered within three working days following the date of posting for non-festive periods (May to November) and within five working days following the date of posting for festive periods (December to February) and peak Annual Report posting months (March to April). For Annual Report, 95% of the mail lodged at the BMC during official operating hours will be delivered within five working days following the date of posting.

APPENDIX/GLOSSARY

Standard Large Mail (up to C4 Size Envelope)

	NON-MACHINABLE	MACHINABLE
Minimum	140mm (Length) x 90mm (Width) x 0.2mm (Thickness) x 2 grams	241mm (Length) x 163mm (Width) x 0.2mm (Thickness) x 2 grams
Maximum	324mm (Length) x 229mm (Width) x 14mm (Thickness) x 500 grams	324mm (Length) x 229mm (Width) x 14mm (Thickness) x 500 grams

Mail item larger than the maximum size is considered as non-standard mail

Standard Regular Mail (C5, C6 and DL Size Envelope)

	NON-MACHINABLE & MACHINABLE
Minimum	140mm (Length) x 90mm (Width) x 0.2mm (Thickness) x 2 grams (Weight)
Maximum	240mm (Length) x 162mm (Width) x 6mm (Thickness) x 50 grams* (Weight)

* Maximum weight for Non-Bulk Mail is 40 grams

162mm (Length)

C6

114mm (Width)

140mm (Length)

Minimum Size

(Mail item smaller than this is considered as non-standard mail)

90mm (Width)

220

BULK MAIL GUIDELINES FOR STANDARD MAIL



Standard Mail

- Mail items in ISO-standard envelope sizes: C4, C5, C6 and DL or specified Standard Mail sizes
- Letters, printed papers or paper-based items in a paper-based envelope
- Postcards or mail items in card form, not exceeding 240mm x 162mm with paper quality of at least 230gsm
- Mail items to be fully sealed on all sides
- Mail items to be in white, cream, pastel or light-colour
- Pressure-sealed and pagemail items

Non-Standard Mail

- All mail items not meeting the above Standard Mail conditions
- Mail containing plastic cards, bulky items, metal, hard, inflexible or sharp objects e.g. audio tapes, CD/VCD/VHS, etc
- Odd shaped mail, e.g. circular, triangular, in roll form, etc
- Mail items in non-paper cover e.g. plastic envelopes, pillow case envelopes, etc
- Mail set or mail with sprocket holes or computer printouts
- Mail items smaller than 140mm x 90mm x 0.2mm and lighter than 2g
- Mail items thicker than 14mm
- Mail items with watermark, dark intense colours, background design, patterning, embossing or security printing
- Non-standard mail must not exceed 900mm (length + width + thickness) with the greatest side no longer than 600mm and weighing not more than 500g

• For mail items exceeding 500g, please refer to the non-bulk mail rates overleaf.

• For a detailed guideline on the designing of a quality mail, please download the Designing Quality Mail guidebook from www.singpost.com or pick up a copy from the Bulk Mail Centre.

APPENDIX/GLOSSARY

NON-BULK MAIL RATES

Inclusive of 7% GST

WEIGHT PER ITEM UP TO	STANDARD REGULAR MAIL	NON-STANDARD MAIL
20g	\$0.249	\$0.519
40g	\$0.311	
	STANDARD LARGE MAIL	NON-STANDARD MAIL
100g	\$0.519	\$0.831
250g	\$0.831	\$1.039
500g	\$1.039	\$1.558
1kg	\$2.548	
2kg	\$3.363	
3kg	\$4.077	
4kg	\$5.605	
5kg [#]	\$7.134	

[#]Please refer to Speedpost Islandwide rates for weight above 5kg

GLOSSARY

PRINTED PAPERS

Include annual report, book, catalogue, direct mail, newspaper or periodical.

Annual Report

Periodical published at regular intervals by a company to inform its shareholders or customers of its financial performance or related corporate entities of the company.

Book

A written or printed work with pages bound along one side including (but not limited to) a work intended for publication and a bound set of blank sheets for writing or drawing in.

Catalogue

Catalogue of goods, services or other items which invite purchase from its recipients.

Direct Mail

A mail consisting solely of advertising, marketing or publicity material and comprising an identical message (except for the addressee's name, address and identifying number and other modifications which do not alter the nature of the message) which is sent to more than one addressee, to be conveyed and delivered at the address indicated by the sender on the mailer itself or on its wrapping.

Newspaper

Includes a newspaper as defined in the Newspaper and Printing Presses act. The Newspaper and Printing Presses Acts (Cap206) defines newspaper as "any publication containing news, intelligence, reports of occurrences, or any remarks, observations or comments, in relation to such news, intelligence, reports of occurrences, or to any other matter of public interest, printed in any language and published for sale or free distribution at regular intervals or otherwise, but does not include any publication published by or for the Government".

Periodical

Publications with fixed titles that are published at regular intervals. It will usually contain the following:

- Local MICA Number [MICA (P) No.018/08/12006]
- International ISSN Number [ISSN 0882-4657]
- Issue Number (No. 2/10)
- Issue Month (Jan/Feb 10)



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