

## AN POST BULK DISCOUNT - CUSTOMER ARRANGEMENT

Customer Number:	Area Code:	
Registered Name:	Telephone Number:	Code:
Trading as:	Fax Number:	
Address 1:	Main Contact:	
Address 2:	Title:	
Address 3:	E-Mail Address:	
Address 4:	Nature of Business / Code:	

1. **What are An Post Volume Discounts?**

An Post offers a range of discounts to customers who present mail at a time or in a manner that generates cost efficiencies for the Company. The full range of discounts is available to customers posting more than 2,000 items. The criteria which give rise to these discounts are as follows:

- Mail is presented to An Post at a time that facilitates off-peak or deferred processing, sorting and subsequent delivery.
- Mail is presented which can be processed using An Post's automated equipment.

2. **Scope of Services**

Qualifying mail must be posted, for delivery within the State, at a designated mail access point or collected by prior arrangement.

Mail presented under other discount mail services such as Postaim, Publication Services and Election Mail cannot benefit from any other discount.

A customer cannot avail of more than one discount in respect of the same posting.

Qualifying mail shall receive the same standard as First Class Letter service within the State.

3. **Minimum Quantities**

The minimum qualifying volume is 2,000 items per each posting event.

4. **Posting Days**

The normal posting days will be Monday to Friday, unless by special arrangement.

5. **Mail Characteristics**

All mail items should be the same size, shape, weight, colour, location of address and franking impression or Ceadunas and should conform to the terms and conditions of the discounted mail service (see attached terms and conditions).

Compliance commitments, capability and performance will be monitored on an ongoing basis in order to maintain optimum standards.

6. **Mail Presentation / Collection**

An Post shall supply by arrangement items such as trays, bags, labels and cages. It should be noted that the trays, cages and bags supplied remain the property of An Post and that the customer will be responsible if they are lost or damaged. Items which are not returned within 14 days (after demand by An Post) will be deemed to be lost.

The mail shall be presented at the designated acceptance/collection point in trays, cages or bags as required by An Post.

7. **Application Process**

All discount arrangements must be agreed in writing, via this document between the customer and An Post in advance of any postings.

8. **What can you send?**

The mailing can be sent to anywhere within the State.

An appropriate Posting Docket (Cash, Account, Meter) must be completed for each posting event, indicating the actual number of postings involved in the total mailing (e.g. Docket 1 of 3, in the case of a 3 part mailing) the volume involved and discount required.

9. **Specific Conditions**

A posting event consists of a minimum 2,000 items.

Bulk discounts shall only apply to *Ceadunas* and meter mail.

Discounts applicable are outlined in the *Guide to Discounts for Volume Posters* brochure and mailing schedule on page four of this Arrangement.

The customer must have agreed and signed the Schedule to this Arrangement prior to any mailings qualifying for the service.

All mail must be sealed and a return address must appear on the top left corner on the address side of each item. This ensures that any undelivered mail is delivered to the 'return address' free of additional postal charges.

The customer must complete and sign a Posting Docket indicating the service required, and discount being availed of and include accurate information about number of items/bags/trays. This Docket forms the basis of invoicing and acts as the certificate of posting.

The information contained on the Schedule to this Arrangement (on next page) is a summary of the customer's 'Discounts Approved' annual postings. This information shall serve as a reference base for ongoing monitoring to ensure compliance with agreed standards. In order to meet the customer's changing requirements, this Arrangement will be reviewed on an annual basis from the commencement date as listed in the Schedule.

Any changes to this Arrangement must have your prior agreement and that of An Post.

***\*Ask your Account Manager/Key Account Manager if you need further information regarding Speed up your Post.***

## 10. **KEY ACCOUNT MANAGERS**

- 10.1 An Post and the customer agree that the An Post Key Account Manager and the customer's Designated Representative shall have authority to represent An Post and the customer respectively on all day to day matters relating to this Arrangement. Each such representative shall have authority to bind its respective appointer in respect of all matters relating to this Arrangement, save that he shall have no authority to make or agree any change to this Arrangement.
- 10.2 The An Post Key Account Manager and the customer's Designated Representative shall meet regularly.

## 11. **USE OF INFORMATION**

Unless indicated to the contrary by you, An Post shall be at liberty to use information supplied by you for the purpose of introducing and offering to you from time to time products and services.

An Post shall comply with all of its obligations under the applicable Data Protection Legislation as regards relevant data in its possession relating to you.

## 12. **PAYMENT**

Monies due to An Post must be paid in the manner agreed with An Post.

## 13. **TERMS AND CONDITIONS**

Discount terms and conditions as varied from time to time are set out at [www.anpost.ie](http://www.anpost.ie) and will also be available in the manner notified to the customer by An Post from time to time. They apply to services to be furnished to you.

## SCHEDULE

An Post hereby extends the foregoing Volume Discount Arrangement to:-

Office of Posting:

An Estimated Schedule of Qualifying Postings is set out below.

Description	Size	Weight Band	Discount Applicable	Daily Volume	Weekly Volume	Annual Volume	Comments	Ceadunas or Meter Die No.

**Manner of Payment:-** (For example, Cheque, Direct Debit, Account)

I acknowledge and accept An Post's Volume Discounts standard terms and conditions. The terms and conditions upon which An Post provides postal services (a copy of which has been furnished to me) are set out in the Post Office Guide or on [www.anpost.ie](http://www.anpost.ie) and shall apply to all postings made under the terms of this Arrangement unless they are expressly varied by the terms of this Arrangement or by An Post's Volume Discount standard terms and conditions. An Post reserves the right to vary the terms and conditions set out in the Post Office Guide or on [www.anpost.ie](http://www.anpost.ie). This Volume Discount Arrangement shall continue unless and until terminated by thirty day's written notice from one party to the other.

Signature of the customer's representative accepting the foregoing Arrangement:-

Print Name (Capitals) \_\_\_\_\_

Signature

Date

Signature of An Post Key Account Manager:-

Print Name (Capitals) \_\_\_\_\_

Signature

Date

A copy of this document will be forwarded to:-

1. An Post Revenue Protection Section, Room 2-148, G.P.O., Dublin 1.
2. Designated Mail Acceptance Office.
3. An Post Mails Revenue Section, Room 2-126, G.P.O., Dublin 1.