

# Guide to Postal Rates

Effective from 4th April 2018



Visit us at [anpost.ie](https://anpost.ie)





# Welcome to our Guide to Postal Rates

At An Post, our aim is to make posting your letters, large envelopes, packets and parcels as easy as possible for you. With this in mind, we offer you four distinct services: Standard Post, Express Post, Registered Post and International Courier Post, depending on your requirements.

Getting your mail from A to B is easy. You decide. We deliver.

## Need to know more?

This is a Guide to Postal Rates only. For more details on any of our services call into your local Post Office, call Customer Services on 01 705 7600 or visit **anpost.ie**

## Universal Services (USO)

Universal Services are specified in the Communications Regulation (Universal Postal Service) Regulations 2012, S.I.280 of 2012 and identified as 'USO' in this publication. See **anpost.ie** for the terms and conditions for these services.

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## Calculating Postage

Postal rates are calculated by reference to the weight, shape, size and destination of the item you are posting. Postal items are categorised into 4 distinct types: **Letter/Postcard, Large Envelope, Packet** and **Parcel**. The rates in this booklet reflect this. To calculate how much it will cost to post your item, refer to the guide on page 3 to determine its rate category and then consult the appropriate rates schedule.

The inclusion of both weight and shape in determining postal rates means that An Post rates reflect the costs involved in processing and delivering items of different sizes and shapes. If you have any questions about our rates or services, please pick up the relevant brochure at your local Post Office, visit **anpost.ie** or contact Customer Services on 01 705 7600.

# Post Mail Sizes

## Letter/Postcard

No larger than C5 (holds an A4 sheet of standard paper folded), weighing no more than 100g. Heavier or larger items may be classed as a large envelope, packet or parcel. The minimum sized envelope that can be used is 90mm x 140mm (W x L). Any item below this size needs to be inserted into an envelope of at least these dimensions to meet regulations. Failure to do so may result in the item being charged at a parcel rate.

\*PostAim Mail: Maximum depth is 7mm

### Dimensions

#### Minimum Size:



#### Maximum Size:



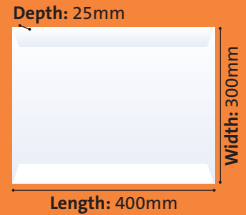
## Large Envelope

The Large Envelope rate of postage caters for flat items, such as an A4 sheet of standard paper, no larger than the maximum dimensions shown and weighing no more than 500g. Heavier or larger items may be classed as a packet or parcel.

#### Minimum Size:



#### Maximum Size:



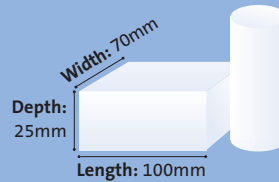
## Packet

Weighing no more than 2kg and within the dimensions shown. Heavier or larger items will be classed as a parcel.

### Maximum Dimensions:

**Tube** – Length plus twice the diameter, no greater than 1,040mm – no one dimension exceeding 900mm.

**Other** – Length plus width plus depth, no more than 900mm with no dimension exceeding 600mm.



## Parcel

Weighing no more than 20kg and within the dimensions shown. Large items with a light overall weight will be charged according to their dimensional weight due to the cost of transporting light but sizeable items. Calculate the dimensional weight and compare this to its physical weight. The greater weight of the two is used to work out the price.

### Calculate the dimensional weight:

$$\frac{(L \times W \times D)}{6,000}$$

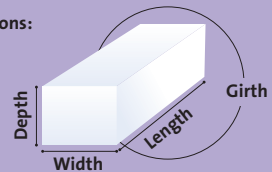
L = Length in centimetres  
W = Width in centimetres  
D = Depth in centimetres

### Maximum dimensions:

**Length:**  
1.5 metres

**Length + Girth:**  
3 metres

**To calculate Girth:**  
2 x (Depth + Width)



## How much will it cost?

USO								
Ireland & Northern Ireland Zone 1	Standard				Registered		Express	
Weight not over	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Large Envelope/ Packet	Parcel	Letter/Large Envelope/ Packet	Parcel
100g	€1.00	€1.80	€3.60	€8.00	€8.00	€13.00	€8.25	€13.80
250g	*	€2.30	€4.50	€8.00	€8.00	€13.00	€9.90	€13.80
500g	*	€3.10	€5.80	€8.00	€8.00	€13.00	€11.30	€13.80
1kg	*	*	€9.00	€9.00	€13.00	€13.00	€13.50	€15.40
1.5kg	*	*	€9.00	€9.00	€13.00	€13.00	€17.90	€17.90
2kg	*	*	€9.00	€9.00	€13.00	€13.00	€17.90	€17.90
2.5kg	*	*	*	€11.00	*	€16.00	*	€20.00
3kg	*	*	*	€11.00	*	€16.00	*	€20.00
3.5kg	*	*	*	€13.50	*	€18.50	*	€22.00
4kg	*	*	*	€13.50	*	€18.50	*	€22.00
4.5kg	*	*	*	€15.50	*	€20.50	*	€24.00
5kg	*	*	*	€15.50	*	€20.50	*	€24.00
Each Additional 1kg (max 20kg)	*	*	*	€1.00	*	€1.00	*	€1.00
Weight not over†	Ceadúnas/Meter Discount Applicable†						Express Post with Signature and Insurance (ROI only)	
	Letter/Postcard	Large Envelope	Packet					
2kg	€0.05	€0.05	€0.10				Express rate plus €2.00	

USO										
Great Britain Zone 2	Standard				Registered				Express	International Courier#
Weight not over	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Large Envelope/ Packet	Letter/Large Envelope/ Packet/Parcel
100g	€1.50	€2.80	€5.00	€22.50	€8.30	€9.50	€12.00	€33.00	€12.50	€31.50
250g	*	€4.70	€6.00	€22.50	*	€11.50	€13.00	€33.00	€13.50	€31.50
500g	*	€6.00	€7.00	€22.50	*	€13.00	€14.00	€33.00	€15.50	€31.50
1kg	*	*	€10.00	€22.50	*	*	€18.00	€33.00	€19.00	€41.50
1.5kg	*	*	€13.00	€27.00	*	*	€22.00	€37.00	€23.00	€44.50
2kg	*	*	€13.00	€31.00	*	*	€22.00	€41.00	€23.00	€47.50
2.5kg	*	*	*	€33.50	*	*	*	€45.00	Δ	€50.50
3kg	*	*	*	€38.00	*	*	*	€49.00	Δ	€53.50
3.5kg	*	*	*	€40.00	*	*	*	€52.00	Δ	€56.50
4kg	*	*	*	€42.50	*	*	*	€55.00	Δ	€59.50
4.5kg	*	*	*	€44.50	*	*	*	€57.00	Δ	€62.50
5kg	*	*	*	€46.50	*	*	*	€59.00	Δ	€65.50
Each Additional 1kg (max 20kg)	*	*	*	€1.00	*	*	*	€1.00	Δ	€3.00

USO												
Europe Zone 3	Standard				Registered				Express <sup>◇</sup>	International Courier (EU) <sup>#</sup>	International Courier (Non-EU) <sup>#</sup>	
Weight not over	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Large Envelope/Packet	Letter/Large Envelope/Packet/Parcel	Letter/Large Envelope/Packet/Parcel	
100g	€1.50	€2.80	€5.00	€28.00	€8.30	€9.50	€12.00	€40.00	€12.50	€43.00	€46.50	
250g	*	€4.70	€6.00	€28.00	*	€11.50	€13.00	€40.00	€13.50	€43.00	€46.50	
500g	*	€6.00	€7.00	€28.00	*	€13.00	€14.00	€40.00	€15.50	€43.00	€46.50	
1kg	*	*	€10.00	€28.00	*	*	€18.00	€40.00	€19.00	€59.50	€62.50	
1.5kg	*	*	€13.00	€33.50	*	*	€22.00	€46.00	€23.00	€63.50	€66.50	
2kg	*	*	€13.00	€35.50	*	*	€22.00	€49.00	€23.00	€67.50	€70.50	
2.5kg	*	*	*	€40.00	*	*	*	€53.00	Δ	€71.50	€74.50	
3kg	*	*	*	€44.00	*	*	*	€56.00	Δ	€75.50	€78.50	
3.5kg	*	*	*	€52.00	*	*	*	€63.00	Δ	€79.50	€82.50	
4kg	*	*	*	€57.00	*	*	*	€69.00	Δ	€83.50	€86.50	
4.5kg	*	*	*	€62.00	*	*	*	€75.00	Δ	€87.50	€90.50	
5kg	*	*	*	€67.00	*	*	*	€79.00	Δ	€91.50	€94.50	
Each Additional 1kg (max 20kg)	*	*	*	€1.00	*	*	*	€1.00	Δ	€6.00	€7.00	

USO											
Rest of World Zone 4	Standard				Registered				Express <sup>◇</sup>	International Courier <sup>#</sup>	
Weight not over	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Postcard	Large Envelope	Packet	Parcel	Letter/Large Envelope/Packet	Letter/Large Envelope/Packet/Parcel	
100g	€1.50	€2.80	€5.00	€28.00	€8.30	€9.50	€12.00	€40.00	€12.50	€49.00	
250g	*	€4.70	€6.00	€28.00	*	€11.50	€13.00	€40.00	€13.50	€49.00	
500g	*	€6.00	€7.00	€28.00	*	€13.00	€14.00	€40.00	€15.50	€49.00	
1kg	*	*	€13.00	€28.00	*	*	€22.00	€40.00	€22.50	€64.00	
1.5kg	*	*	€20.00	€33.50	*	*	€29.00	€46.00	€31.00	€68.50	
2kg	*	*	€20.00	€35.50	*	*	€29.00	€49.00	€31.00	€73.00	
2.5kg	*	*	*	€40.00	*	*	*	€53.00	Δ	€77.50	
3kg	*	*	*	€44.00	*	*	*	€56.00	Δ	€82.00	
3.5kg	*	*	*	€52.00	*	*	*	€63.00	Δ	€86.50	
4kg	*	*	*	€57.00	*	*	*	€69.00	Δ	€91.00	
4.5kg	*	*	*	€62.00	*	*	*	€75.00	Δ	€95.50	
5kg	*	*	*	€67.00	*	*	*	€79.00	Δ	€100.00	
Each Additional 1kg (max 20kg)	*	*	*	€1.00	*	*	*	€1.00	Δ	€9.00	

<sup>†</sup> Meter and Ceadúnas discounts are applied to the Standard Post rate for Letters/Postcards, Large Envelopes and Packets above.

\* This weight exceeds the current category and automatically moves to a higher category.

Δ This weight exceeds the current category size, see International Courier.

<sup>#</sup> International Courier Service, in conjunction with DHL, is available from selected Post Offices. See [anpost.ie/internationalcourier](https://anpost.ie/internationalcourier) for more details.

<sup>◇</sup> Delivery to selected destinations only, please see [anpost.ie](https://anpost.ie) for more details or ask at your local Post Office.

## Passport Express

Skip the queues and get your passport delivered to your door in 15 working days (excluding weekends and public holidays), first time applications can take longer.#

### Passport Express fees

Single Application	€9.50
Up to four family applications	€16.00

### Passport fees

Standard 10 year Passport	€80.00
5 year Passport (for ages up to 18 years)	€30.00
Large Passport (66 page 10 year)	€110.00

## Redirection Service

Are you moving home or just staying away for a while? Have your mail redirected to your new address.#

Duration	USO			
	Residential – In Ireland (fee per redirection)	Residential – Abroad (fee per redirection)	Business – In Ireland (fee per company name)	Business – Abroad (fee per company name)
Up to 3 months	€95.00	€125.00	€180.00	€250.00
Up to 6 months	€110.00	€160.00	€210.00	€290.00
Up to 12 months	€140.00	€195.00	€275.00	€370.00

## MailMinder Service

We can hold on to your mail for you while you're away and deliver it when you know you'll be home.#

Duration	USO
	Per Address
Less than 4 weeks	€52.50
4 to 8 weeks	€75.00
8 to 12 weeks	€110.00

## Additional Insurance Services

Customers using the Registered Post service within the Republic of Ireland have the option to avail of additional insurance against loss or damage occurring to their item.#

Compensation Limit	Additional Fee
€1,500	€4.50
€2,000	€5.50

For more detailed information on National and International compensation limits for insured items, please see [anpost.ie/insurance](https://anpost.ie/insurance)

#Specific terms and conditions apply. Please pick up the relevant brochure at your local Post Office, visit [anpost.ie](https://anpost.ie) or contact Customer Services on 01 705 7600.



## PostAim

PostAim is a discounted postal service for pre-sorted advertising or promotional material. Prices are volume related.#

Composite Price per item*				
Weight	2k–75k	75k–250k	250k–500k	>500k
0-50g Letter/Postcard	€0.61	€0.60	€0.59	€0.58
0-50g Large Envelope	€1.13	€1.11	€1.09	€1.09
0-50g Packet	€3.10	€3.10	€3.10	€3.10
51-100g Letter/Postcard	€0.67	€0.66	€0.65	€0.64
51-100g Large Envelope	€1.25	€1.23	€1.21	€1.21
51-100g Packet	€3.20	€3.20	€3.20	€3.20
101-250g Large Envelope	€1.65	€1.63	€1.60	€1.57
101-250g Packet	€4.00	€4.00	€4.00	€4.00
251-500g Large Envelope	€1.99	€1.94	€1.91	€1.91
251-500g Packet	€5.10	€5.10	€5.10	€5.10
501-1kg Packet	€7.60	€7.60	€7.60	€7.60

\*A further half cent or cent discount is available for PostAim mailings including a Business Response Mechanism. The rates outlined above are composite rates which are indicative of the rate which will apply to mail that is geographically representative of a nationwide posting, where there is a geographical bias, an alternative zonal rate will apply.

## Reach+

Reach+ is a discounted postal service for advertising or promotional material. Prices are related to a minimum volume of 2,000 items.#

Weight not over	Letter / Postcard (Minimum Quantity 2,000 items)
100g	€0.57 per item

## Business Response Services

An annual licence fee of €165.00 is applicable to this service.#

Weight not over	USO			
	Letter / Postcard	Large Envelope	Packet	Parcel <sup>^</sup>
100g	€0.95	€1.75	€3.50	€8.00
250g	*	€2.25	€4.40	€8.00
500g	*	€3.05	€5.70	€8.00
1kg	*	*	€8.90	€9.00
1.5kg	*	*	€8.90	€9.00
2kg	*	*	€8.90	€9.00

\*This weight exceeds the current category and automatically moves to a higher category.

<sup>^</sup>For parcels over 2kg, please refer to Zone 1 Standard Parcel rates.

## Sending Books Abroad

Special rates are available for posting books to addresses outside of Ireland.#

Weight not over	USO	
	Europe (including Britain)	Rest of the World
3kg	€21.00	€23.50
4kg	€28.50	€30.50
5kg	€34.00	€36.50

#Specific terms and conditions apply. Please call into your local Post Office, visit [anpost.ie](http://anpost.ie) or contact Customer Services on 01 705 7600.

## Publicity Post

Publicity Post is a very cost effective delivery service for unaddressed leaflets. Items sent by Publicity Post are delivered with the regular postal delivery and can be used to target specific zones in Ireland. □

Rates shown for all Publicity Post services are for each 1,000 items sent and are **exclusive of VAT at the Standard Rate**. Items must fall within the following dimensions: Min 100mm x 70mm, Max 240mm x 162mm, Depth: Max 10mm, Weight: Max 100g. A small additional charge will be added to the cost of your mailing for labelling.

### Standard urban rates

Weight not over	Up to 25,000 items	Up to 200,000 items	Up to 500,000 items	500,000+ items
20g	€117.00	€106.00	€94.00	€89.00
50g	€136.00	€129.00	€117.00	€99.00
75g	€141.00	€136.00	€129.00	€112.00
100g	€170.00	€152.00	€136.00	€122.00

Prices exclusive of VAT

### Special urban rates

Special discounted Publicity Post rates apply for Dublin, Cork, Galway, Limerick and Waterford cities. A minimum of 25,000 items must be sent. □

Weight not over	25,000+ items
20g	€90.00
50g	€117.00
75g	€130.00
100g	€145.00

Prices exclusive of VAT

### Rural rates

Weight not over	Up to 25,000 items	Up to 200,000 items	Up to 500,000 items	500,000+ items
20g	€141.00	€127.00	€112.00	€106.00
50g	€162.00	€154.00	€141.00	€118.00
75g	€168.00	€162.00	€154.00	€135.00
100g	€204.00	€182.00	€162.00	€147.00

Prices exclusive of VAT

## Admailer.ie

**Admailer.ie** allows you choose a target area, design high quality postcards to promote your business and have them printed and delivered by An Post within 3 working days.

**Minimum Quantity 200 postcards**

€0.94 per item

Prices exclusive of VAT

## Business Collection Service

Business customers can have their out-going mail collected directly from their premises.<sup>□</sup>

Annual Collection Fee	Fee Per Special Collection
€3,000.00	€60.00

An additional charge in relation to distance travelled to collect the mail may apply in certain circumstances.

## Publication Services

If you publish newspapers or periodicals quarterly or more frequently, you may be entitled to our special discount rates for delivery to addresses in Ireland.<sup>□</sup>

Weight not over	Price per item per mailing Composite Rate 1*	Price per item per mailing Composite Rate 2*
250g	€1.25	€1.15
375g	€1.75	€1.65
500g	€2.20	€2.05
750g	€3.55	€3.40
1kg	€3.80	€3.80

\*The rates outlined above are composite rates which are indicative of the rate which will apply to mail that is geographically representative of a nationwide posting, where there is a geographical bias, an alternative zonal rate will apply.

## Other Services

We also offer an additional range of postal and delivery services.

Services	Rate
PO Box / Private Bag	€325.00
Replacement Keys	€70.00
Vanity PO Box	€700.00
PO Box delivery	€1,100.00
Distance fee per km (Collections & PO Box delivery)	€1.00
Caller Service	€325.00
PO Box forward (including delivery)	€2,250.00
Minimum Customs Administration Fee	€10.00
AddressPal to My Post Office from the UK <sup>1</sup>	€3.75
AddressPal Direct to me from the UK <sup>1</sup> from	€5.99
AddressPal Direct to me from the USA <sup>1*</sup> from	€15.99
ReturnPal Standard <sup>2</sup> from	€4.50

<sup>1</sup>Specific terms and conditions apply. Additional fees will apply for oversized items. Please visit [AddressPal.ie](https://www.anpost.ie/AddressPal) for details.

\*Customs and customs clearance fees may apply. Please visit [AddressPal.ie](https://www.anpost.ie/AddressPal) for details.

<sup>2</sup>Specific terms and conditions apply. Please visit [ReturnPal.ie](https://www.anpost.ie/ReturnPal) for details.

## Articles for the Blind (USO)

An Post also offers a special service whereby letters or packets which contain literature/ articles for use by blind people are transmissible free of charge. These articles should be marked 'Articles for the Blind'.<sup>□</sup>

<sup>□</sup>Specific terms and conditions apply. Please visit [anpost.ie](https://www.anpost.ie) or contact Customer Services on 01 705 7600.

USO

### Discounts and incentives

An Post offers a number of discounts and incentives to customers sending post in significant volumes. These are possible because of work-sharing arrangements which reduce costs for all concerned. Contact Customer Services on **01 705 7600**.

### Get 25% off Express Post

If you're sending 5 packets or parcels per week you can apply for our eCOMM Card which gives you 25% off Express Post and Express Post with Signature services.\*

Apply online at **[anpost.ie/eCOMM](https://anpost.ie/eCOMM)** to start saving on Express Post packets and parcels.

\*Terms and Conditions apply, see [anpost.ie/eCOMM](https://anpost.ie/eCOMM) for details.

### For further information:

**Visit:**  
[anpost.ie](https://anpost.ie)

**Call Customer Services:**  
01 705 7600

**Write to:**  
An Post  
Customer Services  
GPO  
O'Connell Street Lower  
Freepost  
Dublin 1  
D01 F5P2

**Call into:**  
your local Post Office  
and ask for details.

Email: [Customer.Services@anpost.ie](mailto:Customer.Services@anpost.ie)

Visit us at [anpost.ie](https://anpost.ie)

