



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 076:  
INTRODUCTION OF MAILMARK ADVERTISING MAIL CATALOGUE SERVICE**

**Date: 8 APRIL 2024**

This notice applies if you hold an **Access Letters Contract (Contract)** with **Royal Mail Group Limited**, a company registered in England and Wales (number 04138203) with its registered address at 185 Farringdon Road, London, EC1A 1AA.

**1 Definitions and interpretation**

- 1.1 If a word or expression is defined in this notice, it shall have the meaning given in this notice.
- 1.2 Any words or expressions which are not defined in this notice, but have an initial capital letter, shall have the meanings given to them in the Contract.
- 1.3 All of the rules about how to interpret the Contract shall apply to this notice.

**2 Changes to the Contract**

2.1 Under clause 13.2(b)(i) of the General Access Terms and Conditions of the Contract we hereby notify you of the following changes to the Access Letters User Guide:

2.1.1 In Section 1, the table at “Figure 1” shall be replaced with the table included at Appendix 1 of this User Guide Amendment Notice;

2.1.2 Figure 33 at paragraph 3.2 of Appendix H (Advertising Mail Catalogue) shall be amended as follows:

	<i>max mm</i>	<i>max mm</i>	<i>max mm</i>	<i>max g</i>	<i>Weight Band</i>
<i>Format</i>	<i>Length</i>	<i>Width</i>	<i>Depth</i>	<i>Weight</i>	
<i>Access 70 Mailmark Letter* and Access 70 Manual Letter</i>	<i>240</i>	<i>165</i>	<i>5</i>	<i>Up to 100</i>	<i>WB1</i>
<i>Access 70 Manual Letter only</i>	<i>240</i>	<i>165</i>	<i>5</i>	<i>101 - 150</i>	<i>WB2</i>
<i>Access 70 Mailmark Large Letter* and Access 70 Manual Letter</i>	<i>353</i>	<i>250</i>	<i>25</i>	<i>Up to 100</i>	<i>WB1</i>
<i>Access 70 Mailmark Large Letter* and Access 70 Manual Letter</i>	<i>353</i>	<i>250</i>	<i>25</i>	<i>101 - 250</i>	<i>WB2</i>

<i>Access 70 Mailmark Large Letter* and Access 70 Manual Letter</i>	<i>353</i>	<i>250</i>	<i>25</i>	<i>251 - 750</i>	<i>WB3</i>
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*\*Advertising Mail Catalogue Mailing Items posted using Royal Mail Mailmark must comply with the terms and conditions of Schedule 8, Part 1: Royal Mail Mailmark of the Contract and Appendix M of this User Guide.*

2.2 The change detailed in paragraph 2.1 will take effect from 1 July 2024.

Yours sincerely,



Richard Travers  
 MD Wholesale  
 Royal Mail Wholesale