**Royal Mail Unaddressed Leaflet Drop Options**

This note sets out the process for obtaining a quote and booking in unaddressed door drops service.

# Service Overview

* Door Drops – refers to unaddressed mail drops to complete postcode sector
* The mail will be delivery Monday–Saturday on the booked week
* You can select All Addresses or Mainly Residential (missing out most businesses)
* There is a minimum lead in time or 3 weeks but we would advise to allow for at least 5 weeks before you wish to item to be delivered
* A booking can spread out over 13 weeks
* You can book up to 12 months in advance

**Applying for the Door To Door Service**

There are two options on how you can book the Door To Door service

* Complete the Door To Door excel booking form and send to Royal Mail dedicated Door To Door Team on e-mail doortodoor@royalmail.com you can also contact them on 0345 266 0856

If you wish to set up a credit account and be invoiced, please request this on your first booking, then you can ask for all subsequent bookings to be added to the account number given to you or you can pre pay for your booking via credit card or BCAS/CHAPS payment. We can add purchase order numbers to a account number.

You can add the postcode sectors required from your Geo Rinm system to the Postcode Information tab or attached a separate list of address and Royal Mail will book all the postcode sectors required to cover those addresses. You can also use Royal Mail’s postcode finder tool,

<https://www.ukchanges.com/royalmail/door_to_door/home.asp>

Please ensure the week commencing dates are Mondays

* Sign up to and book directly yourself using Royal Mail on line booking tool.
* Contact the Door To Door Booking Team on 0345 266 0856 to register for the service

**Next Steps**

Royal Mail will take up to 48 Hours to process you booking request and you will then receive a provisional booking with a unique contract number. You will be given an amendment deadline which you can make changes up to and a confirmation deadline by which you must confirm you wish to go ahead. If you do not advice Royal Mail by this date the provisional booking will be cancelled and we can’t guarantee the postcode sectors and dates will be available if you re book

These provisional booking with provide the following information:-

Summary – this gives an overview of the number of items being delivered for each of the selected weeks and where and when to have your items delivered to, such as the example below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Customer Name:** |  |  |  |
|  |  |  | **Client:** |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Contract:**  | **Dist. Start Date (W/C)** | **Dist. End Date (W/C)** |  | **Total Volume** |  |
| **T123454** | **XX/XX/XXXX** | **XX/XX/XXXX** |  | **25,000** |  |
|  |  |  |  |  |  |  |  |  |
| **Please Ensure Items Arrive At The Appropriate Walk Bundling Centre Between The Dates Listed Below** |
|  |  |  |  |  |  |  |  |  |
| **Dist No. & Leaflet Design No** | **Distribution Start Date** | **Earliest Handover Date** | **Latest Handover Date** | **Volume** | **Leaflet Design** | **Walk Bundling Centre** |  |
| 750 - 001 | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX | 12,500 |   | XX WBC |  |
| 801 - 001 | XX/XX/XXXX | XX/XX/XXXX | XX/XX/XXXX | 12,500 |   | XX WBC |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **XXXX WBC** |  |  |  |
|  |  | XXX WBC |   |   |   |  |  |  |
|  |  | FULL ADDRESS GIVEN |  |   |  |  |  |
|  |  |   |  |  |   |  |  |  |
|  |  |   |  |  |   |  |  |  |
|  |  |   |  |  |   |  |  |  |
|  |  |   |  |  |   |  |  |  |
|  |  | Tel: XXXX XXX XXX  |  |   |  |  |  |
|  |  | Opening Hours: MONDAY-FRIDAY 0600-1800 |  |  |  |
|  |  |   |  |  |   |  |  |  |
|  |  | Restricts: MAXIMUM PALLET HEIGHT OF XXM |  |  |  |
|  |  |  |  |  |  |  |  |  |

Breakdown – will provide full details on when each postcode sector is going to be delivered

Contract Number Tab – this is a list format of the booking giving you the postcode sectors, dates, weight, number of households and cost

Invoice Reconciliation – this will provide an outline of how the service will be invoiced if you have a credit account

**Confirming the Booking**

Once you have reviewed the provisional booking please advice the Door To Door Team that you wish to go ahead by e-mail or phone

You will then receive an echo sign e-mail requesting you to confirm you have read the terms and conditions of the service and wish to confirm the booking. Once you do this the booking then becomes a contract between both parties.

**Getting You Items to Royal Mail**

You will need to follow guidelines supplies by Royal Mail in regards to box weights and labelling. You printer might be able to assist you with this

You will then need to ensure your items arrive at the relevant Walk Bundling Centre as stated on your booking on the correct handover dates which is usually between 7-14 days prior to your distribution dates, where they will process your items to the correct local Delivery Office for delivery

There are several options for this:-

* Book a collection of you items with the Door To Door Team, they can provide you with a quote for the service. Remember to pay for this or the items will not be picked up and you could miss your handover window
* Book a courier company
* Your printer may offer this as part of their service to you

**Delivery of your items**

Your customers will then receive your item over the agreed week Monday – Saturday along with the daily post

**Enquires during or after booking**

Please contact the Door To Door Team on 0345 266 0856 or e-mail them on doortodoor@royalmail.com