

# Domestic Bulk Mail Rates

Enjoy lower rates for high quality mail delivery services.  
Domestic Bulk Mail Solutions creates more value for your business.



# Contents

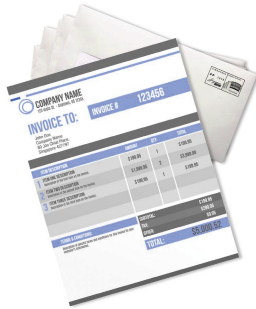
What is Domestic Bulk Mail	3
How To Check Delivery Rates	5
Appendix	6



## WHAT IS DOMESTIC BULK MAIL

### Domestic Bulk Mail refers to:

- Having at least 1,500 Letters or Printed Papers per posting
- Mail per posting is homogeneous
- Mail is for posting in Singapore



## 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 external surface of the letter or its wrapping.

### Examples

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



## 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 DELIVERY RATES

### Step 1 | Mail Type

To start, you will need to know if your mail is a Letter or Printed Paper.

### 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 Mail Sizes and Conditions guide. Please note that separate posting dockets are required for different mail size.

### Step 3 | Volume

Refer to the volume of your mail per posting in the rate table on the next page. Please refer to the non-bulk mail rates set out in the Appendix should your mail volume fall below 1,499 pieces per posting.

### Step 4 | Mail Quality

Check if the quality of your mail is machinable or non-machinable. Refer to the respective columns in the tables on the next page. For detailed guidelines on designing a quality mail, please download the Mail Quality Guide from [www.singpost.com](http://www.singpost.com)

### Step 5 | Early Posting Incentive

Enjoy greater savings by posting your bulk mail items through our Bulk Mail Centre before Early Posting Cut-Off Time.

## DOMESTIC BULK MAIL RATES

LETTERS					
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	≤ 1,499	*			
Standard Regular	≥ 1,500	\$0.47	\$0.48	\$0.50	*
Standard Large	1,500 - 8,000 > 8,000	\$0.67 \$0.64	*	\$0.70 \$0.67	*
Non-Standard	-	*			

PRINTED PAPERS					
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	≤ 1,499	*			
Standard Regular	≥ 1,500	\$0.40	\$0.42	\$0.43	*
Standard Large	1,500 - 8,000 > 8,000	\$0.58 \$0.55	*	\$0.63 \$0.58	*
Non-Standard	-	*			

### MACHINABLE

#### EARLY POSTING CUT-OFF TIME

Monday to Friday (excl. Public Holidays)

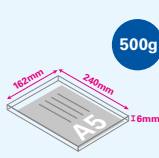
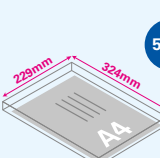
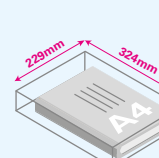
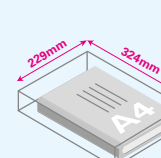
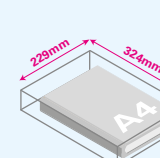
3.00 pm

\* Refer to Non-Bulk Mail Rates.

1% off Domestic Bulk Mail Rates apply if lodgement is before Early Posting Cut-Off Time.

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

95% of the Printed Papers including Annual Reports posted at the SingPost Bulk Mail Centre during official operating hours will be delivered within two (2) working days following the day of posting.

Non-Bulk Mail Rates <sup>2</sup> (inclusive of prevailing GST)					
	Untracked <sup>1</sup>				Tracked <sup>3</sup>
	Standard Regular (Mail)	Standard Large (Mail)	Non-Standard (Mail)	Basic Package (Packages)	Tracked Letterbox (Mail/Packages)
Maximum Dimensions and Weight					
Delivery Rate	\$0.51	\$0.80	\$1.10	\$1.55	\$2.00

<sup>1</sup> For untracked services, posting of quantities below 300, handling charges will apply.

<sup>2</sup> For mail items weighing more than 500g, please refer to Basic Package/Tracked Letterbox rates.

<sup>3</sup> For Tracked Letterbox, minimum posting quantity of 20 pieces will apply.

Please refer to Speedpost Islandwide rates for weight-steps above 2kg.

Please refer to Appendix for information on mail sizes and conditions.

All rates are in Singapore Dollars, inclusive of prevailing GST.

## Mail Sizes and Conditions

Actual Size

Applicable only for domestic mail.

### Standard Large Mail (Up to C4 Size Envelope)

	NON-MACHINABLE	MACHINABLE
<b>Minimum</b>	140mm (Length) x 90mm (Width) x 0.2mm (Thickness) x 2 grams (Weight)	241mm (Length) x 163mm (Width) x 0.9mm (Thickness) x 20 grams (Weight)
<b>Maximum</b>	324mm (Length) x 229mm (Width) x 14mm (Thickness) x 500 grams (Weight)	324mm (Length) x 229mm (Width) x 7mm (Thickness) x 500 grams (Weight)

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

### Package

	NON-MACHINABLE
<b>Maximum</b>	324mm (Length) x 229mm (Width) x 65mm (Thickness) x 2 kg (Weight)

324mm (Length)

**C4**

229mm (Width)

### Standard Regular Mail

(C5, C6 and DL Size Envelope)

	NON-MACHINABLE & MACHINABLE
<b>Minimum</b>	140mm (Length) x 90mm (Width) x 0.2mm (Thickness) x 2 grams (Weight)
<b>Maximum</b>	240mm (Length) x 162mm (Width) x 6mm (Thickness) x 500 grams (Weight)

229mm (Length)

**C5**

162mm (Width)

162mm (Length)

**C6**

114mm (Width)

220mm (Length)

**DL**

110mm (Width)

140mm (Length)

### Minimum Size

Minimum GSM : 230gsm

90mm (Width)

### Standard Mail Conditions

1. Mail items in standard envelope sizes: C4, C5, C6 and DL or specified Standard Mail sizes.
2. Letters, postcards or mail items in card form, printed papers or paper-based items in a paper-based envelope.
3. Paper-based mail items that include but are not limited to annual reports, direct mail, books, catalogues, newspapers and periodicals.
4. Mail items must not exceed the maximum of 324mm (length) x 229mm (width) x 14mm (height) and weighing not more than 500g.

### Package Conditions

1. Mail items containing merchandise, non-paper based content, bulky items etc. Examples: Clothes, Phone cases, Hair accessories, Samples.
2. Packages must not exceed the maximum dimension of 324mm (length) x 229mm (width) x 65mm (height) and weighing not more than 2kg.

### Non-Standard Mail Conditions

1. All mail items not meeting the Standard Mail Conditions.
2. Mail items containing letters/printed papers with a card/token, CD-Rom.
3. Mail Items must not exceed the maximum dimension of 324mm (length) x 229mm (width) x 65mm (height) and weighing not more than 500g.

- For detailed guidelines on designing quality mail, please download the Mail Quality Guide from [www.singpost.com/mailqualityguide](http://www.singpost.com/mailqualityguide)



[www.singpost.com/contact-us/business-enquiry](http://www.singpost.com/contact-us/business-enquiry)



One App To Do It All.  
Download The SingPost  
Mobile App.



+65 6422 2919

**SingPost Bulk Mail Centre**  
10 Eunos Road 8, Singapore Post Centre (East Entrance - 10 Eunos Road 5), Singapore 408600

**Operating hours: Monday to Friday, 9.00am to 6.00pm**

All information is correct at the time of print. For more information on our products and services, please visit [www.singpost.com](http://www.singpost.com)