

## Avoid unnecessary costs this summer by franking your mail right every time

Royal Mail see a higher number of mistakes made during the holidays. By choosing the right options and avoiding mistakes when using your [franking machine](#) to send mail, you will save time and money. We're here to help you frank correctly first time every time.

### Helping everyone get up to speed

Royal Mail often see large letters franked as letters, or international items being posted as though they're going to a UK destination. If you have temporary staff covering annual leave, take time to train them on the different mail sizes.

### Top tips for saving time and money when you're franking

Here are a few tips from Royal Mail on how you can frank you mail right every time this summer: -

#### **Watch out for those large letters**

If you loosely fold lots of sheets of paper into an envelope, it could push a letter into the large letter category.

*Try this ....*

Go over the differences between letters and large letters with staff so you're not underpaying. You'll find all the info on weights and sizes at [www.royalmail.com/size](http://www.royalmail.com/size)

#### **Train temporary staff**

Mistakes peak during summer and Christmas holidays when temporary staff are covering annual leave.

*Try this .....*

Make sure they understand the sizes for a letter, large letter and parcel. You could print out the sizes and put them next to your franking machine. Find all the information on weights and sizes at [www.royalmail.com/size](http://www.royalmail.com/size)

#### **Keep UK and international mail separate**

If the letters on top of a pile are for the UK, it's easy to frank international letters lower down the pile as UK mail too.

*Try this ...*

Use separate trays for UK and international mail. It also saves staff having to sort through each pile of mail.

For more tips visit [www.royalmail.com/franking](http://www.royalmail.com/franking)

To find out more about Neopost's range of franking machines visit <https://www.neopost.co.uk/equipment/franking-machines>