

Mailsort Online

Annual Account Price Guide

1 March 2019

The option to use our systems on an annual account basis is aimed at those who process mailing data more frequently and therefore require a more attractive alternative to the pay-as-you-go payment options. The annual account is available both on our website (mailsortonline.com) and on our Windows software application. Fees are paid annually in advance.

| Annual account fees for both Website and Windows software application | | |
|---|-------------------|------------------|
| | Online processing | Windows software |
| Mailsort module (HighSort and LowSort) | £350.00 | £350.00 |
| Mailmark module (barcode text strings, eMHS upload) | n/a | £350.00 |
| Both Mailsort and Mailmark modules together | £525.00 | £600.00 |

The two modules can work together as an integrated system or as independent modules. You can use both modules regardless of which type of account you have, but the features not included in your account will be payable on a pay-as-you-go basis. On the website the Mailmark module is not available on it's own.

DPS:

When processing Mailmark services, the data will need to include a DPS (Delivery Point Suffix) which is an integral part of the Mailmark barcodes. The system can deal with DPS codes in the following three ways:

1. **Existing DPS:** If your data already has it's DPS codes included the system can use those as they are.
2. **Your own PIF data:** The system uses the Royal Mail PIF database to generate DPS codes locally on your PC. To use this function you will need your own PIF data licence from the Royal Mail (poweredbypaf.com).
3. **Online DPS generation:** The system can use our website to generate DPS codes. It is a bit slower than using your own PIF database, but if you have an account for both the Mailsort and Mailmark modules this is included in the annual fee. If not, you can still use this feature, but only in pay-as-you-go mode.

Mailmark barcode images:

The Mailmark module includes the facility to generate the full 2D Mailmark barcode strings. If you have your own way of generating the physical barcodes from the strings you need not read the remainder of this section. If not, the system can generate as separate barcode image files (one for each record) in the following two ways:

1. **Your own TEC-IT barcode licence:** The system uses a facility supplied by a third party to generate barcode images. IDPS codes locally on your PC. To use this function locally on your PC, you will need your own Tec-It Barcode SDK licence from tec-it.com.
2. **Online barcode generation:** The system can use our website to generate the barcode images. It is a bit slower than using your own tec-it licence, but if you have an account for the Mailmark module this is included in the annual fee. If not, you can still use this feature, but only in pay-as-you-go mode.

Royal Mail Mailmark & eManifest Accreditation can be done free of charge via the website before you commit to an annual account. This supports all the features you need to get started with Mailmark. We advise you to do this sooner rather than later as it can take one to two weeks to get this process completed.

GDPR: Using an online system for data-processing always carries an element of risk. Our website protects your account information and uploaded data as best we can. The website is secured with SSL encryption and passwords are also stored in an encrypted form. With the Windows software application, your data is not exposed to internet transfer as it stays on your local machine. It is therefore not exposed to any GDPR risk in this context. Please note that Mailmark address data (not name), will by the nature of Mailmark be uploaded to the Royal Mail eManifest portal (eMHS). This happens via a secure SSL encrypted connection.

Pay-as-you-go: For less frequent users, signing up for as Annual Account is likely to be less cost-effective than pay-as-you-go. Please contact us for more information, or download the separate "Pay-as-you-go Price Guide".

VAT will be added to all prices shown. See also Terms & Conditions on: www.mailsortonline.com/sections/help/terms.aspx