



# Agency

A customer guide

## I.0 Overview

### I.1 Agency

TNT Post has an agency agreement with the Royal Mail that allows customers who are currently VAT exempt or cannot claim all their VAT back to take greater advantage of competition within the postal market.

Under the agreement, TNT Post can act as your agent and secure Royal Mail final mile delivery services on your behalf.

This means that you only pay VAT on the upstream element (collection and sorting by TNT Post), with no VAT charged on the 'downstream' element (final mile delivery by Royal Mail) which is invoiced as a "disbursement".

Agency can be used for the Premier, PremierSort\*, PremierSort Flex, AllSort\* and FirstSort services.

\*Agency PremierSort and AllSort is restricted to Letters, Large Letters and Packets <250g only and excludes any BFPO and International items.

## 2.0 Specification

### 2.1 Premier Agency

In addition to the conditions and specification set out in the Premier and PremierSort Flex customer guides you will need to have a minimum volume of the following:

- Premier: 25,000 items per day

You will need to ensure that you have signed the relevant contracts between TNT Post and with the Royal Mail which will allow TNT Post to act as an agent on your behalf.

### 2.2 PremierSort Agency

The following sub-products of PremierSort are VAT exempt under the PremierSort Agency agreement:

- Letters
- Light Large Letters
- Heavy Large Letters up to 250g
- Packets up to 250g

The minimum volume for PremierSort Agency is 4,000 items per day.

You will need to ensure that you have signed the relevant contracts between TNT Post and with the Royal Mail which will allow TNT Post to act as an agent on your behalf.

### 2.3 AllSort Agency

The following sub-products of AllSort are VAT exempt under the AllSort Agency agreement:

- UK bound Letter
- UK bound Large Letter up to 250g
- UK bound Packet up to 250g

Any other sub-product such as BFPO, International items, UK bound parcels and any item >250g will not be available under the AllSort Agency service. Please see the AllSort Customer Guide for specification and conditions of the AllSort service.

Minimum volume for AllSort Agency is 1000 items per day.

You will need to ensure that you have signed the relevant contracts between TNT Post and with the Royal Mail which will allow TNT Post to act as an Agent on your behalf.

## 2.4 FirstSort Agency

In addition to the conditions and specification set out in the FirstSort customer guides you will need to have a minimum volume of 250 items per day.

FirstSort Letters are VAT exempt under the FirstSort Agency agreement.

You will need to ensure that you have signed the relevant contracts between TNT Post and with the Royal Mail which will allow TNT Post to act as an agent on your behalf.

### **More Information**

For further enquiries and more detailed information please contact your TNT Post Account Manager.

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