

CIVICA



G-Cloud 15 Pricing

OnDemand Digital Mail Services

Any questions regarding this document should be directed to:	
Name:	Paul Mason
Address:	Eighth Floor, Southbank Central 30 Stamford Street London SE1 9LQ
Telephone:	07870595176
Email:	Paul.Mason@civica.co.uk

Contents

Pricing	3
Copyright Notice:.....	5

Pricing

Inbound Mail

Pricing can be quoted as hourly, unit or fixed price in instances where there are distinct packages of work scoped for the customer (based on the number of hours required). Unless specified otherwise, pricing is shown as a unit rate.

Documents indexed per an hour	Price
< 20	£1.86
21 – 30	£1.24
31 – 40	£0.94
41 – 50	£0.75
51 – 60	£0.63
61 – 70	£0.54
71 – 80	£0.47
81 – 90	£0.42
91 – 100	£0.38

In respect of charges relating to third party costs over which Civica has no control (e.g. Royal Mail postage & data) an increase shall match the increase in such third-party costs whenever they arise.

The above pricing shown is per current charge costs as at 01st January 2026, actual rates will be at the time of consumption at the prevailing rates at that time.

Inbound Mail

Document Processing Rate Per Hour	Price Per Document (£)	Price Per Scanned Image (£)
<20	£1.86	£0.03

21-30	£1.24	£0.03
31-40	£0.94	£0.03
41-50	£0.75	£0.03
51-60	£0.63	£0.03
61-70	£0.54	£0.03
71-80	£0.47	£0.03
81-90	£0.42	£0.03
91-100	£0.38	£0.03

Hybrid Mail

Letter Type	Weight	Size	Next Day £	Two Day £	Next Day £	Two Day £
Letter (Simplex/Mono)	<100g	C5	2.047	0.879	1.861	0.799
Letter (Duplex/Mono)	<100g	C5	2.101	0.899	1.910	0.817
Letter (Mono/Duplex)	101-250g	C4	3.804	2.379	3.458	2.163
Large Letter (Mono/Duplex)	251-500g	C4	4.726	3.125	4.296	2.841
Large Letter (Mono/Duplex)	501-750g	C4	4.96	3.318	4.509	3.016

Copyright Notice:

The content of this document is protected by copyright © Civica UK Limited 2026. All rights reserved.

You may not copy or replicate including extracts of it without Civica's written consent. You must not sell, share, copy or republish this document.

Copying of this document in any form is prohibited.

If you want further copies of this document, please make a request to the author shown on the front page.